Xerox Document Centre 440/432/425 User Guide

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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1 About This Guide

Welcome to the Xerox family of *Document Centre* products. This *User Guide* provides detailed information, technical specifications and procedural steps when using the integrated features of the machine.

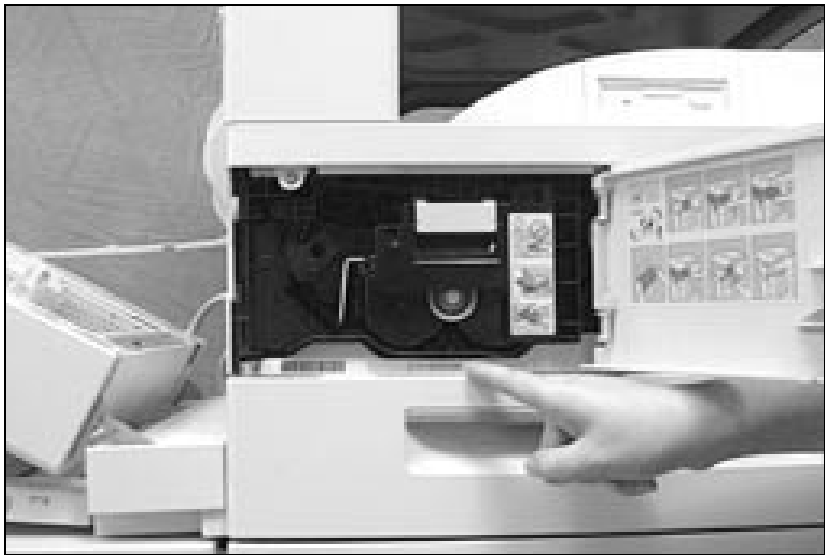
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Xerox Welcome Centre

If after product installation further assistance is required, please call our experts using the Xerox Welcome Centre telephone number. When telephoning, please quote the machine serial number, which may be written in the space below. The serial number is located behind the left hand front cover, as shown:

Serial number:

_____



The Xerox Welcome Centre telephone number is provided at the time of product installation. For convenience and future reference, please record the telephone number in the space below:

Welcome Centre Telephone Number:

_____

Also, keep a record of any error messages. This information can help problems to be resolved quickly.

For further assistance please visit our Web site on:

www.xerox-europe.com/help

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Conventions

Throughout this *User Guide*, you will find that some terms are used interchangeably:

- *Paper* is synonymous with *media*.
- *Document* is synonymous with *original.*
- *Page* is synonymous with *sheet*.
- *Document Centre (DC) 440/432/425* is synonymous with *the machine*.

Orientation

Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be one of two ways:

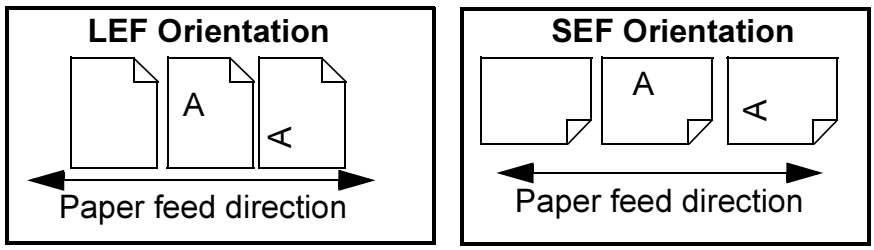
Long Edge Feed (LEF) / Portrait

When observed from the front of the machine, paper or originals with the long edges to the left and right of the paper tray or document feeder.

Short Edge Feed (SEF) / Landscape

When observed from the front of the machine, paper or originals with the short edges to the left and right of the paper tray or document feeder.

Use the diagram below for more information.



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Bracket text typeface

The **[Bracket Text]** typeface is used to emphasise the selection of a feature mode or button. For example:

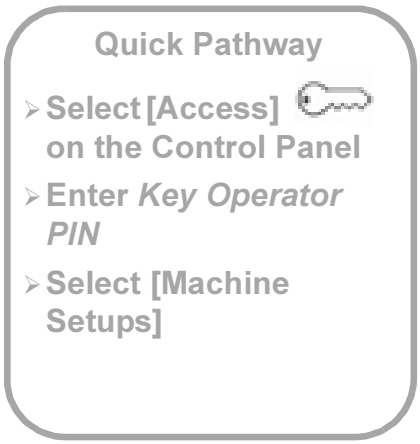
- Select **[Image Quality]**.
- Apply the new settings.
- Select **[Save].**

Italic typeface

The *Italic* typeface is used to emphasise a word or phrase. In addition, references to other chapters and publications are displayed in *Italic typeface*. For example:

- *Always* follow safety procedures when operating the equipment.
- Refer to *"Maintenance" on page 12-1,* for information about cleaning the Document Glass.
- For more information about the network options available, refer to the *System Administrator Guide.*

Quick Pathway



In addition to the step by step instructions available throughout this user guide, a summary of the steps is contained in the Quick Pathway at the beginning of a chapter or section. After becoming familiar with the procedures for a particular feature, the Quick Pathway is a useful reminder of the steps required to access a particular feature.

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Notes

Notes are statements that provide additional information. For example:

NOTE: If the *DC440/432/425* does not include the Finisher and/or High Capacity Feeder, ignore the first step.

Hints

Hints help users perform a task. For example:



HINT: *Select the X / Y display areas to display a pop up keypad which can be used to enter and save the values.*

Cautions

Cautions are statements that suggest *mechanical* damage as a result of an action. For example:

CAUTION: When cleaning the *DC440/432/425*, do not use organic solvents or aerosol cleaners.

Warnings

Warnings are statements that alert users to the possibility of *personal* damage. For example:

WARNING:This equipment must be connected to an earthed mains socket outlet.

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Related Information Sources

Information available for the *Document Centre 440/432/425* consists of:

- This *User Guide*
- The *On-line Help system*
- The *Document Centre 440/432/425 ST System Administration Guide*
- The *Xerox CentreWare Customer Documentation*

NOTE: Please note that the screens shown in this user guide apply to a fully configured *DC440/432/425* and therefore may not exactly represent the configuration being used.

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Safety Notes

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety testing and performance of this product have been verified using Xerox materials only.

Follow all warnings and instructions marked on, or supplied with the product.



This WARNING Mark alerts users to the possibility of personal injury.



This WARNING Mark alerts users to heated surfaces.



WARNING: This product must be connected to a protective earthing circuit.

This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord.

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Use of an extension cord with this product is not recommended or authorised. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

Your equipment is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children.

Do not use this product near water, wet locations, or outdoors.

Do not place this product on an unstable cart, stand or table. The product may fall, causing personal injury or serious damage to the product

Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the product.

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Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.

Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

Quality Standards: The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning the product or Xerox supplied materials you may call the following number:

+44 (0) 1707 353434

Safety Standards

This Xerox product is certified by the following Agency using the Safety Standards listed.

Agency

SEMKO

Standard

IEC60950 3rd Edition Amendments A1, A2, A3 and A4.

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Regulatory Information

CE

The CE marking applied to this product symbolises Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999 Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety

Xerox Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England

Tel Number +44 (0) 1707 353434

WARNING:This system is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorised alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local Xerox Limited representative for a list of approved accessories.

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WARNING:In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken.

WARNING: This is a Class A product in a domestic environment. This product may cause radio frequency interference in which case the user may be required to take adequate measures.

WARNING:Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

Fax Approvals and Certification (Embedded Fax)

Radio Equipment & Telecommunications Terminal Equipment Directive 1999/5/EC

The Xerox fax options for the *Document Centre* have been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The fax options have been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	
Finland	Italy	Spain	

In the event of problems, contact the local Xerox representative in the first instance.

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The fax options have been tested to and are compliant with TBR21, a technical specification for terminal equipment used on analogue switched telephone networks in the European Economic Area.

The fax options may be configured to be compatible with other country networks. Please contact the Xerox representative if the *Document Centre* needs to be reconnected to another country's network. There are no user-adjustable settings in the fax options.

NOTE: Although the fax options can use either loop-disconnect (pulse) or DTMF (tone) signalling it is recommended that they are set to use DTMF signalling wherever the network supports it. DTMF signalling will provide reliable and faster call set up.

Modification, connection to external control software or to external control apparatus not authorised by Xerox, will invalidate the product's certification.

Laser Safety

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.

The Electricity at Work Regulations - UK ONLY

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to

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ensure the electrical system in their premises is constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems safely constructed, maintained and operated.

All Xerox equipment has been designed to exacting safety standards and has undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Limited manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Europe Technical Centre (*refer to page 1-10*) for advice prior to any test implementation.

Xerox equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION: What is the Electricity at Work Regulation?

ANSWER: The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty **on all employers and self-employed persons** to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring that all electrical products connected to such electrical systems are safely constructed, maintained and operated.

QUESTION: Does Xerox Limited comply with the Electricity at Work Regulation?

ANSWER: The regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are, effectively safe.

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The regulation does not impose on, amongst others, **manufacturers or suppliers** of such electrical systems. However, rest assured that all Xerox equipment which Xerox Limited and its authorised distributors supplies to customers, conforms with all the relevant safety legislation and standards.

QUESTION: Is Xerox equipment safe?

ANSWER: All Xerox equipment supplied by Xerox Limited and their authorised distributors conforms to all relevant safety legislation and standards.

QUESTION: Is the Xerox equipment in my premises safe?

ANSWER: All Xerox equipment supplied by Xerox Limited and their authorised distributors conforms to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

Xerox Limited Customer Service Engineers ensure Xerox equipment is serviced and maintained to exacting Xerox safety standards. If you would like your Xerox equipment to be serviced and maintained to such high standards, please contact your local Xerox Limited Customer Service Organisation. They will be pleased to assist you.

QUESTION: Does the Xerox equipment in my premises comply with the Electricity at Work Regulations?

ANSWER: All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring Xerox equipment in such premises is safe.

Xerox Limited's Product Safety function has prepared a guide which contains a list of tests which may be completed by your Xerox Limited Customer Service Organisation.
THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.

Please contact the Xerox Limited Customer Service Organisation for further information.

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THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

QUESTION: I would like to carry out my own safety tests on the Xerox equipment in my premises.

ANSWER: You may, of course, request such tests as you deem necessary to satisfy yourself that your Xerox equipment is safe. Your Xerox Limited Customer Support will be pleased to advise you on such testing.

QUESTION: I require records of all tests.

ANSWER: After safety testing, your Xerox Limited Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the Xerox equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES.

Please contact us if you have any queries regarding the information provided in this document.

Environment, Health and Safety

Xerox Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England

Tel Number +44 (0) 1707 353434

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Environmental Compliance

Energy Star®

Xerox Corporation designed this product to comply with the guidelines of the ENERGY STAR® program of the Environmental Protection Agency. As an ENERGY STAR® Partner, Xerox has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Your *Document Centre 440/432/425* will be delivered with the timer for switching to Low Power Mode from the last copy/print out, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print out. A more detailed description of these modes together with instructions on changing the default times to suit your work pattern can be found in the *"Power Save Modes" on page 2-7* of this User Guide.

Energy

Xerox Corporation has designed and tested this product to meet the energy restrictions required to establish Group for Efficient Appliances (GEA) compliance and have notified the registration authorities.

Blue Angel (DC440/432)

The German Reichsausschus Fûr Lieferbedingungen (RAL) has judged that this product is suitable to carry the Blue Angel Environmental Award.

NOTE: Applicable to digital copiers only.

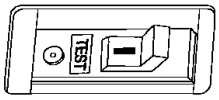
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Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the *Document Centre 440/432/425*, a Ground Fault Interrupter (GFI) device on the machine automatically removes all electrical power. If power is interrupted, locate the GFI on the right side of the machine, towards the back.

If the GFI has been activated the switch will be in the left position.

Flip the switch to restore power to the machine.



If the GFI interrupts power to the machine again, or if power has not been restored by this procedure, call your Xerox service representative.

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2 Product Overview

The *Document Centre 440/432/425* is not simply a conventional copier. It is a digital device capable of being used for copying, faxing, printing and scanning, dependent on the configuration.

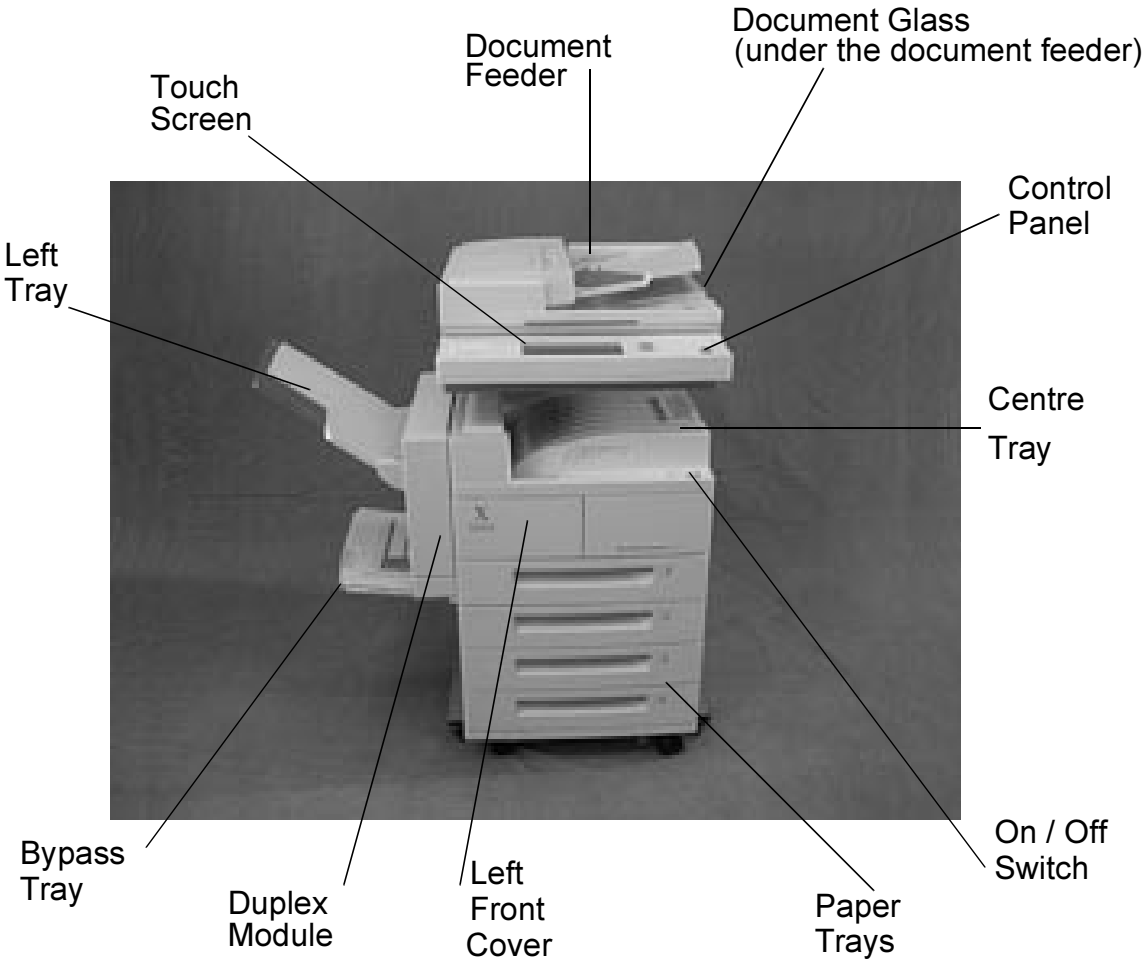
For more information on available options, contact the local Xerox representative.

The graphic representations of the touch screen throughout this User Guide are based on a fully configured *Document Centre 440/432/425* with the Copy mode as the default. The appearance of the touch screens may differ slightly on other models or configurations. However, feature descriptions and functionality as described, remain the same.

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Identifying the machine components

The following pages provide information about the *Document Centre* components and control panel buttons as well as a description of the services and modes available. Contact the local Xerox Representative for more information.

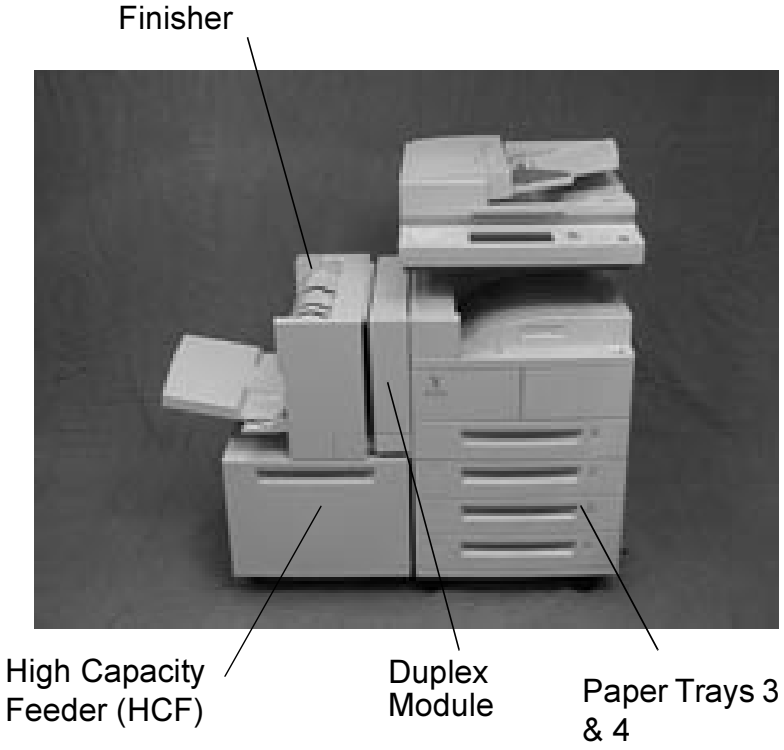


NOTE: The *Document Centre 425* Digital Copier is also available as a single-sided copier only. The Document Feeder will be replaced by a Document Glass Cover and a maximum of 2 paper trays will be available. Limited features will be available on this configuration.

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Optional Components

The graphic below shows some of the optional components available. Depending on the Document Centre configuration the following may be already be available.



Duplex module (*DC425*) Makes two-sided copies from one-sided and/or two-sided documents. Refer to page *3-14* for more information.

NOTE: The Duplex Module is not an optional component on the *DC425* single-sided configuration.

Paper Trays 3 & 4 *(DC432/425*) Similar to Tray 1, these trays can hold a maximum of 500 sheets of 80 g/m^2 paper. Refer to *"Paper and other media" on page 10-1* for more information.

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Envelope Tray Enables the printing of addresses on envelopes as an alternative to using labels. It can hold a maximum of 70 envelopes of 90 g/m^2 paper at one time. The envelope tray can only be used in place of tray 1. Refer to *"Paper and other media" on page 10-1* for more information.

High Capacity Feeder (HCF) This tray is located on the left side of the machine, under the Bypass Tray and Finisher or Left Tray. The tray can hold a maximum of 2000 sheets of 80 g/m^2 paper, A4, long edge feed. Refer to *"Paper and other media" on page 10-1* for more information.

Finisher The Finisher can stack a variety of paper sizes from A5 to A3 and can handle a maximum of 1000 sheets of 80 g/m^2 paper at one time. It can staple up to 50 pages of 80 g/m^2 paper in one set. Refer to *"Output" on page 3-10* for more information.

NOTE: The Finisher Stand or the High Capacity Feeder must also be fitted with the Finisher.

Tower Mailbox When fitted, allows users to send print jobs to a dedicated mailbox. Each bin can hold approximately 100 sheets of A5 to A3 paper. Refer to *"Tower Mailbox" on page 8-5* for more information.

Convenience Shelf This two-tiered shelf attaches to the right hand side of the machine. The shelf is useful as a work area.

Convenience Stapler If the Convenience Shelf is fitted, the Convenience Stapler can also be installed to manually staple documents, or to staple output if the Finisher option is not fitted. The stapler can handle a maximum of 50 sheets of 80 g/m^2 paper. Refer to page *3-13* for more information.

NOTE: The Convenience Shelf can be installed without the Convenience Stapler.

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Power ON/OFF

Powering On

Ensure that the *DC440/432/425* is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet. For detailed technical information, refer to *"Specifications" on page 14-1*. The *DC440/432/425* takes approximately 3 1/2 minutes to power ON and complete a self test.

The power switch is located on the top of the printer on the right hand side.

- Locate the ON / OFF switch.
- Switch to **I** to turn the machine on.



The *DC440/432/425* digital copier will take approximately 55 seconds to power ON.

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Powering Off

When powering off the *DC440/432/425*, the machine remains on for approximately 10 seconds before the power is terminated. The machine is storing files and preparing for the shutdown.

CAUTION: Failure to leave at least 20 seconds between repeated power off /on can result in damage to the *DC440/432/425* hard drive.

NOTE: If the Printer option is installed and the power is turned off, the *DC440/432/425* will remain on for approximately 15 seconds before the power is terminated.

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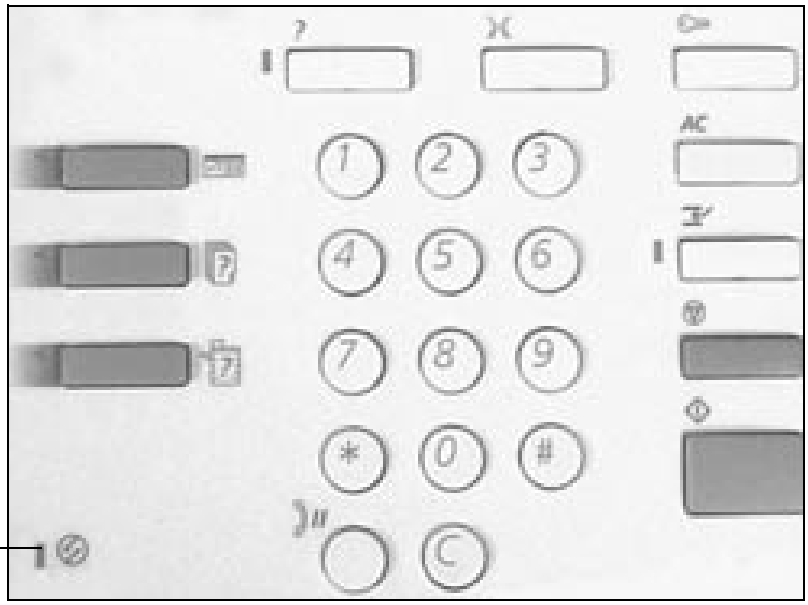
Power Save Modes

The *DC440/432/425* has energy saver features which significantly reduce the power consumption during periods of inactivity. The Power Saver Indicator is a light, located on the lower-left portion of the control panel.

The Power Saver feature operates in three modes:

- Stand-by
- Low Power
- Power Save

NOTE: The behaviour of these modes will depend on the configuration of the machine.



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Stand-by Mode

Prior to entering Low Power or Power Save, the machine is in Stand-by Mode whenever it is not copying, faxing, scanning or printing a job. The touch screen is visible and ready to be programmed.

Low Power Mode

As delivered, the machine automatically switches into Low Power Mode 15 minutes after the last copy/print out. In this mode, the touch screen is blank and the Power Save light is on.

The machine is re-activated if the touch screen or any button on the control panel is touched, the document feeder is loaded, a paper tray opened, a job is submitted to the print queue (fax receive or network print), or a fax or print job arrives in the print queue. The machine responds within one second and all the features are available within 30 seconds.

The factory default setting of 15 minutes is customer changeable within the range of 5 to 240 minutes. For more information refer to *"Changing the Default Time Settings" on page 2-9.*

Power Save Mode (Auto Off/Sleep)

As delivered, the machine automatically switches into Power Save (Auto Off/Sleep) Mode, 60 minutes after the last copy/ print out.

In Power Save (Auto Off/Sleep) Mode the touch screen is blank and the Power Save light is lit. The machine is re-activated if the touch screen or any button on the control panel is touched, the document feeder is loaded, a paper tray opened, a job is submitted to the print queue (fax receive or network print), or a fax or print job arrives in the print queue. The machine responds within one second and all the features are available within 50 seconds.

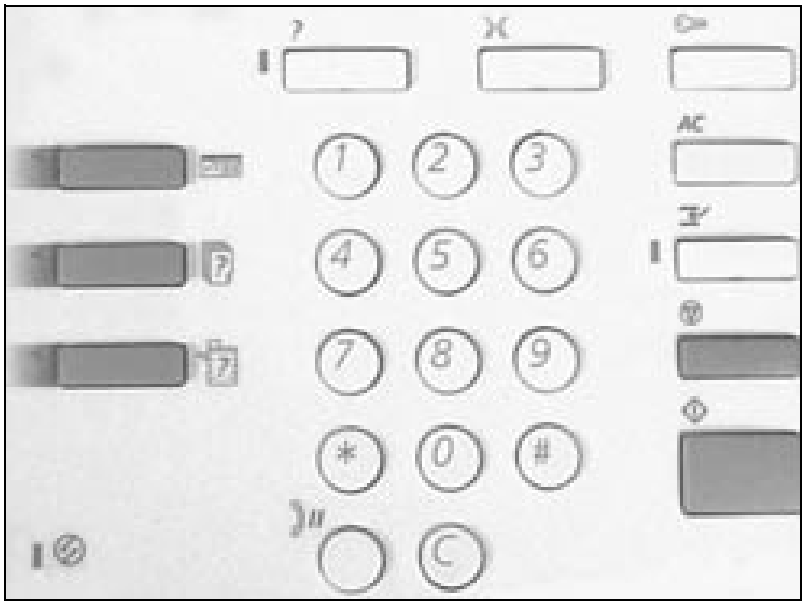
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NOTE: The machine will not exit power save mode if a fax job arrives and the fax enabled trays are empty. The job will be held in memory until either the control panel is touched or paper is loaded.

The factory default setting of 60 minutes is customer changeable within the range of 5 to 240 minutes, depending on work pattern.

Changing the Default Time Settings

- Select **[Access]** on the control panel.



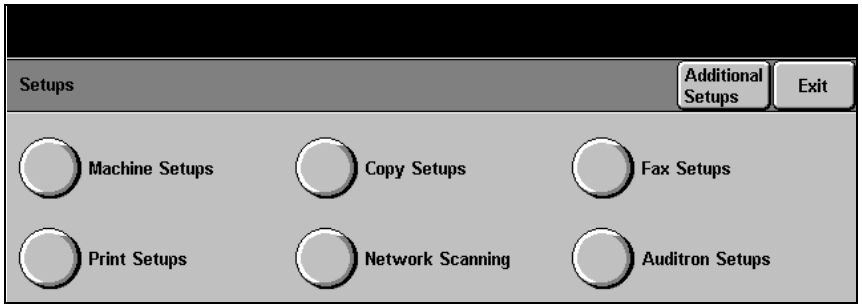
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- Enter the password using the keypad and select **[Enter]**.

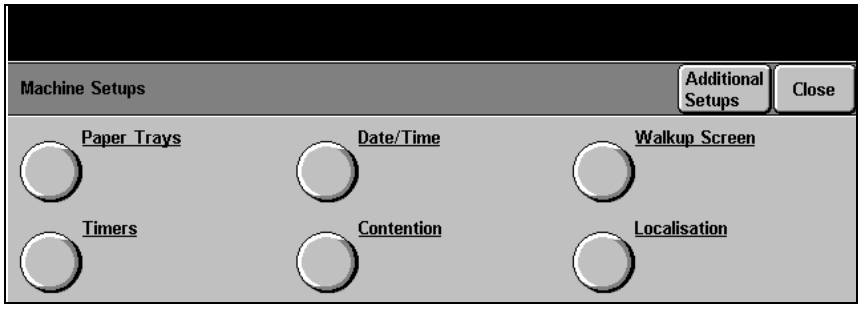
NOTE: User access to *Setups* is password protected. Please contact the Key Operator or refer to *"Setups" on page 11-1* for assistance.



- Select **[Machine Setups]**.

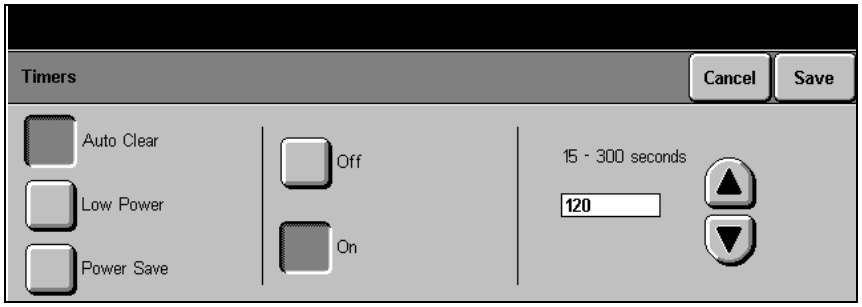


- Select **[Timers]**.

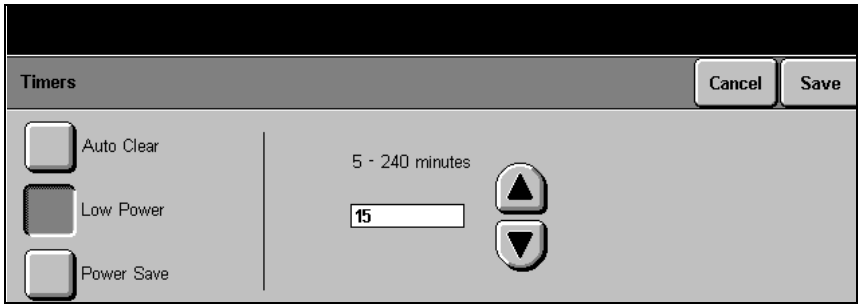


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- Select the option required.



- The touch screen displays the current timer value. Use the scroll buttons to apply the new setting and select **[Save]**.
- Select **[Close]**.
- Select **[Exit]**. The touch screen displays 'Please wait...exit routine in progress'. After a few seconds the screen reverts to the standard display. The timer settings have now been changed.



Recycled Paper

The *DC 440/432/425* has established performance with the use of recycled paper with its consequent benefits to the environment.

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Xerox recommends Xerox part number 3R94565 (A4 size stock, 80g/m^2 500 sheets), a recycled paper with 50% post consumer content that can be obtained both through Xerox and many other office suppliers. The following paper is also available:

- 3R94568 (A3 size, 80g/m^2 500 sheets) 50% post consumer content
- 3R91165 (A4 size, 80g/m^2 500 sheets) 100% post consumer content
- 3R91166 (A3 size, 80g/m^2 500 sheets) 100% post consumer content

The above is a small selection from a range of recycled media available from Xerox - including a variety of different sizes, weights and colours.

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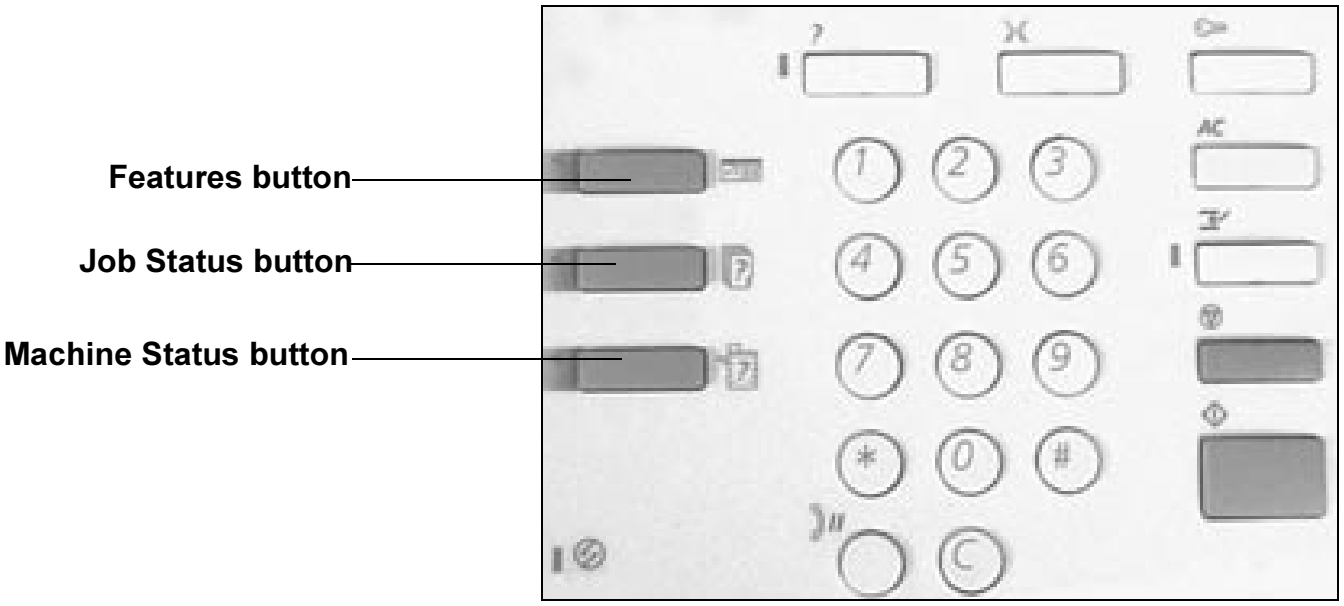
Modes

There are three modes available on the machine:

- *Features*
- *Job Status*
- *Machine Status.*

The mode buttons access the screens which enable users to select features, monitor the status of jobs on the machine and obtain general information about the *DC440/432/425*.

NOTE: The features available will depend on the machine configuration.



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Features button

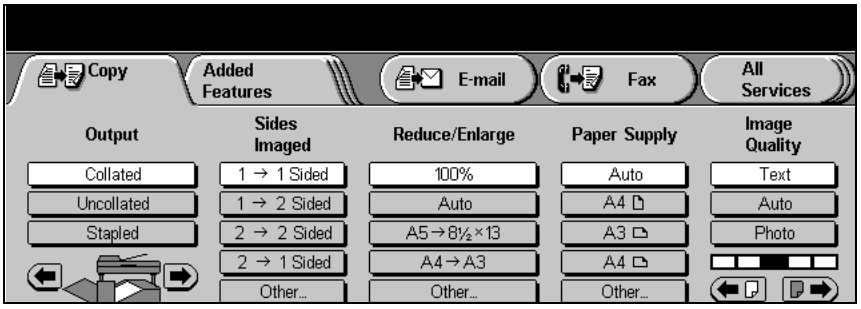


Select this button to access the feature screens. Each “screen” is accessed by a tab. The first screen for each tabbed feature contains all the basic settings required for each feature. For example, the first *Copy* screen enables programming to make a copy and the first *Fax* screen to send a fax. The additional screens provide settings to allow further programming selections.

The *DC440/432/425* machines connected to the network are able to support two types of walk up fax - Embedded Fax or Server Fax. Both fax services can be installed on the machine BUT only one can be enabled at any one time. Whichever service is enabled, the *Fax* feature tab will be available for selection. Please refer to *“Fax” on page 4-1* for more information.

- Select **[Features]** on the control panel to display the default screen.

NOTE: The first Copy screen is normally the default setting. This can be changed by the Key Operator.

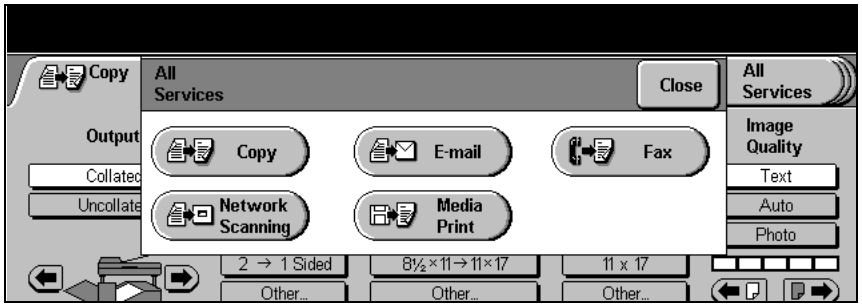


All Services

The *All Services* button will be available for selection when the touch screen is not able to display the feature buttons for all the installed services.

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- Select **[All Services]**.The pop-up window will be displayed.
- Select the Feature option required or select **[Close]** to cancel.



Job Status button

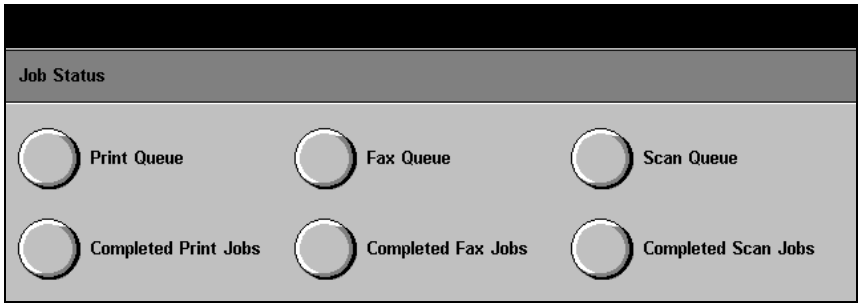


Use *Job Status* to check on the progress of a job and if necessary to change its position in a queue.

- Select **[Job Status]** on the control panel.

The *Print Queue* is the default setting and will be automatically displayed.

- Select **[Other Queues]** to display the queues available.



NOTE: The queues available are dependent on the machine configuration.

Print Queue Maintains pending and active jobs that are to be printed. These include copy jobs, network print jobs, fax print jobs and report jobs.

Completed Print Jobs Queue Maintains all print jobs that have been successfully completed, cancelled by a user or cancelled due to a fault.

Fax Queue Maintains all pending Embedded Fax transmission jobs including send, broadcast send, poll, multi-poll and any current active Embedded Fax jobs. This queue will also include all Fax

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scan jobs for delayed Embedded Fax jobs including send, MailBox and polling reservation. Only outgoing Server Fax jobs will be displayed in this queue.

Completed Fax Jobs Queue Maintains all Fax jobs that have been successfully completed, cancelled by a user or cancelled due to a fault. Certain failed fax jobs will be maintained in the machine memory and available for re-submission. Inbound Server Fax jobs do not appear in the queue.

Scan Queue Maintains all active and pending Network Scanning and E-mail jobs.

Completed Scan Jobs Queue Maintains all Network Scanning and E-mail jobs that have been successfully completed, cancelled by a user or cancelled due a fault.

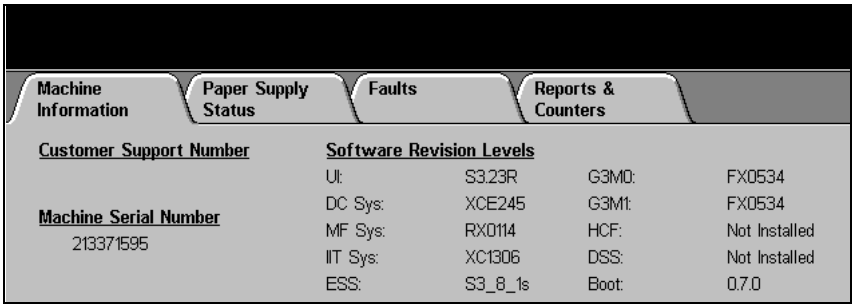
Machine Status button



Displays information about the *DC 440/432/425*. Select this button to confirm the paper supply, review the status of faults and find information required for service calls.

NOTE: *Machine Status* cannot be accessed during a system fault, when the confirmation window is displayed, or when the Key Operator Tools is accessed on the touch screen.

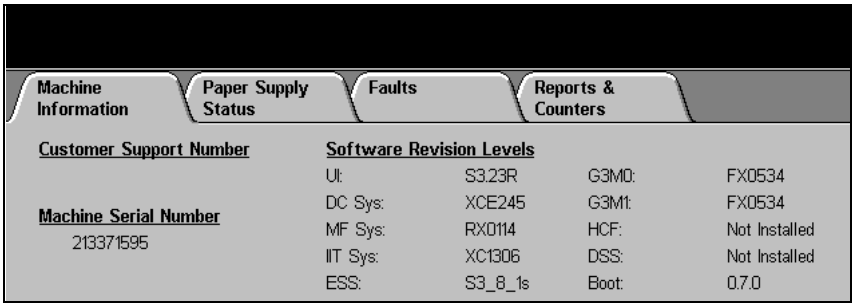
- Select **[Machine Status]** on the control panel. The screen shown will be automatically displayed.
- To exit *Machine Status*, select **[Job Status]** or **[Features]** at any time.



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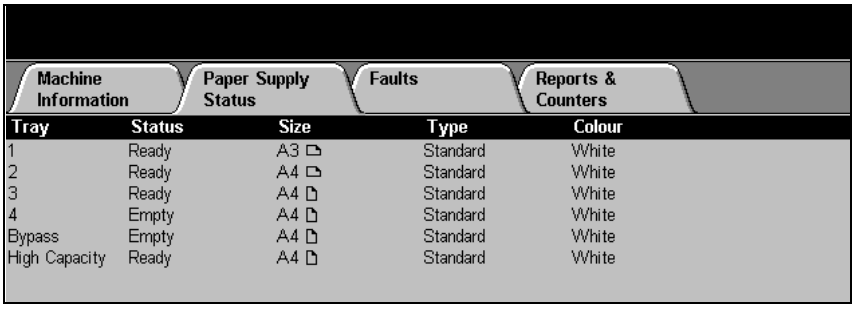
Machine Information

Displays the Customer Support Number, Machine Serial Number, and Software levels.



Paper Supply Status

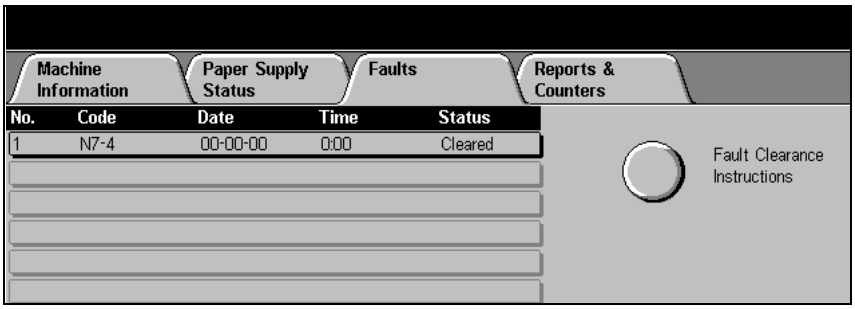
Displays the status of each paper tray, the bypass tray, and the optional high capacity feeder. It also displays the size, type, and colour of the media in each tray and whether or not embedded fax printing is enabled for each tray (if embedded fax is installed). The Key Operator sets the defaults and enables specific paper for printing fax documents.


Machine Information
Paper Supply Status
Faults
Reports & Counters
Tray Status Size Type Colour
1 Ready A3 Standard White
2 Ready A4 Standard White
3 Ready A4 Standard White
4 Empty A4 Standard White
Bypass Empty A4 Standard White
High Capacity Ready A4 Standard White

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Faults

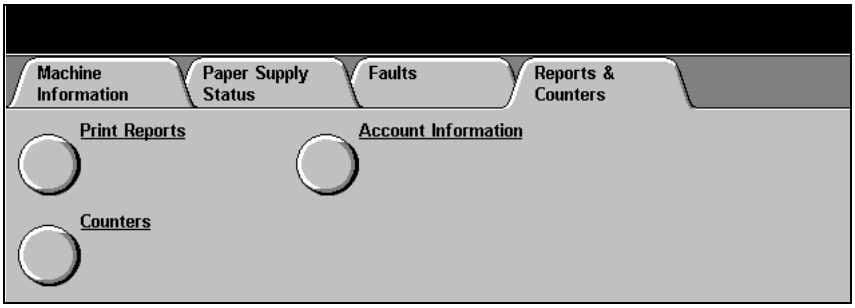
Displays a list of the six most recent faults, the date and time of the code and the status (active or cleared). Select the Fault Clearance Instructions button for assistance when clearing an active fault.



Reports and Counters

Print Reports

Accesses the various reports available for printing.



- Pending Jobs Report - lists the jobs that are still in memory and the available memory.
- Printer Configuration - lists the status of the printer options, installed options, PCL options, PostScript options and connectivity options.

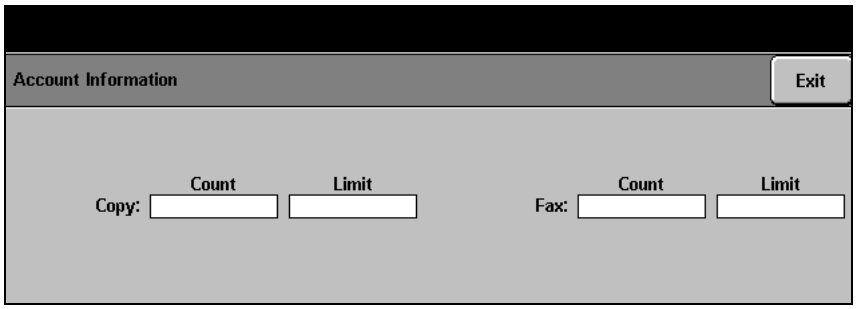
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NOTE: If enabled, the Printer Configuration Report will automatically print after the machine has been successfully powered up.

- PostScript Font List - lists the available PostScript fonts for the printer.
- PCL Font List - lists the available PCL fonts for the printer.

Account Information

When the Auditron is enabled use this screen to review the limit and current count for your account number.



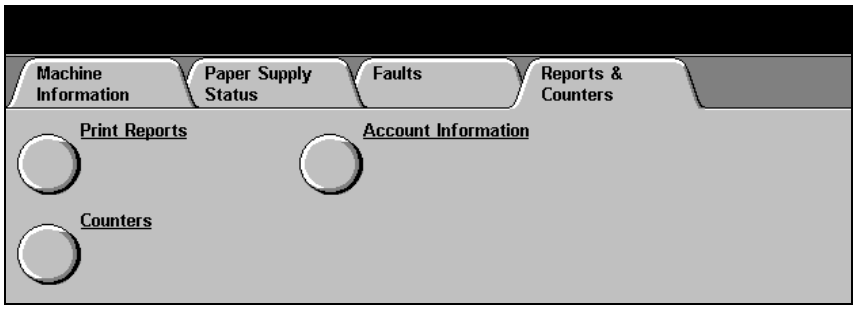
Counters

Displays the total number of prints made on the machine. Users can also review the counter for individual modes, however if a mode is not installed on the machine the counters button for that mode will not be displayed, for example if Fax is not installed, the counters screen will not display a fax button.

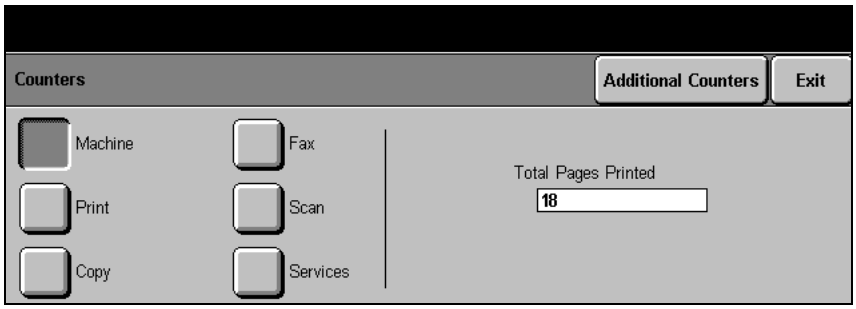
On receipt of a Xerox meter card, check that the serial number on the card matches that shown on the machine, if the information is correct enter the Machine counter reading in the relevant box and return the pre-paid card to Xerox.

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- Select **[Machine Status]**.
- Select **[Reports & Counters]**.
- Select **[Counters]**.



- The 'Total Pages Printed' billing counter for the machine will be displayed. Enter this number on the meter reading card.
- To review the counter for an individual mode, select the required feature button.



NOTE: If available, select **[Additional Counters]** to access more mode buttons.

- Select **[Exit]**.
- To exit **[Machine Status]**, select either **[Job Status]** or **[Features]**.

NOTE: The *Services* button displays the number of copies/ prints made by the Xerox Service Representative working in the diagnostics mode.

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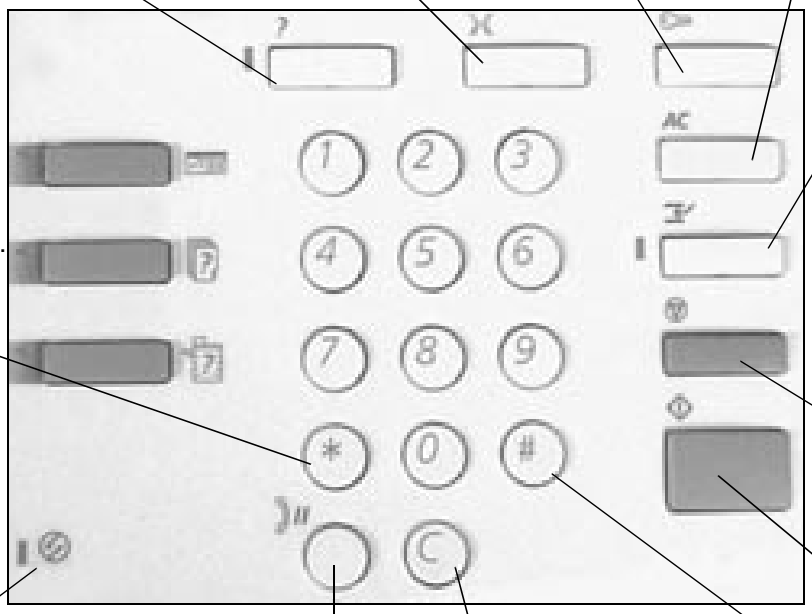
System controls

Access button - displays a pop-up login window to access the Set-up Tools used to adjust the defaults of the machine.

Help (?) button - accesses additional information about a specific task.

Language button - changes the text to an alternative language (when available).

Clear All (AC) button - resets the default settings and displays the first screen for the current pathway.



***(asterisk) button -** used to indicate the dialling character. Also used as a wildcard speed dial character.

Interrupt button - temporarily interrupts a job to enable a priority job to be programmed.

Pause (Stop) button - used to temporarily stop a job.

Start button -starts a job.

Power Save Indicator Light - identifies when the machine is in power save mode.

Dial Pause button - used to enter a pause in a telephone number when transmitting a fax.

Clear button - used to delete a numeric value or the last digit entered. Also replaces the current value with a default value.

(hash) button - used to indicate the dialling character, to designate a group dial number, also used when entering a password.

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Job Interrupt

Job Interrupt is used to temporarily suspend the current copying/printing to allow an urgent copy job to be completed. When using job interrupt only a limited range of features will be available for programming.

The System Administrator can set up Job Interrupt as follows:

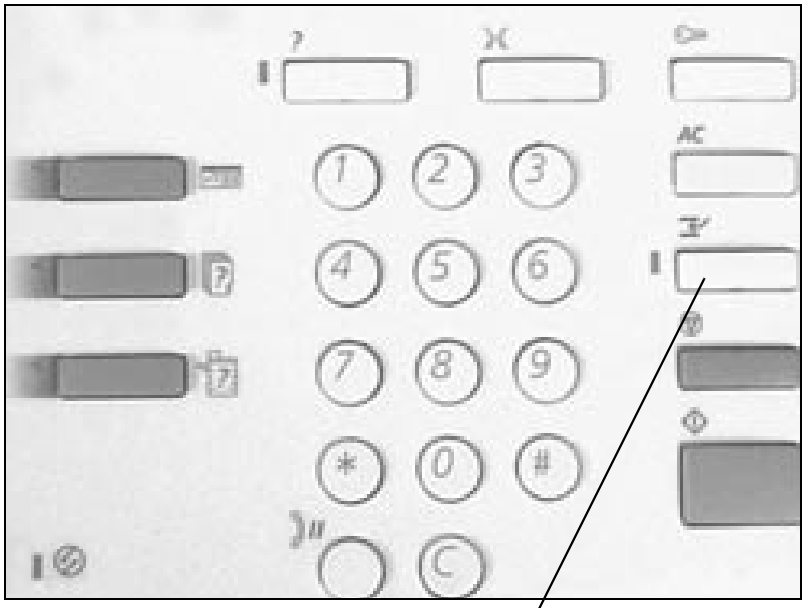
Interrupt on Set Boundary the machine will finish printing the current set.

Interrupt on Page Boundary the machine will finish printing the current page.

- Select **[Job Interrupt]**. The indicator light will be lit.

NOTE: The Document Centre identifies a convenient point to interrupt the current job.

- Programme the job.
- Select **[Start]**. The interrupt job will be completed.
- Select **[Job Interrupt]** and follow the screen messages to continue the interrupted job.



Job Interrupt button

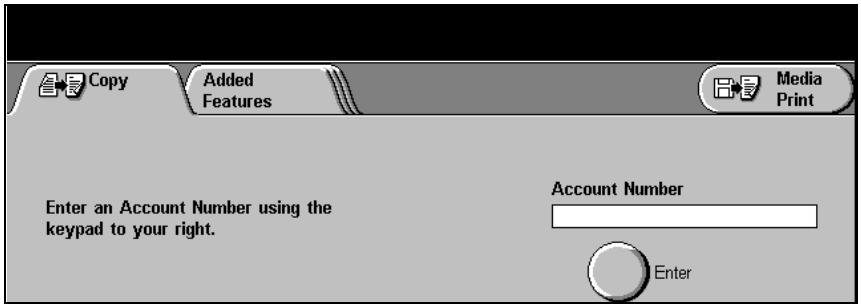
NOTE: Interrupt jobs cannot be promoted, released or deleted in the Print Queue.

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Auditron Access Screen

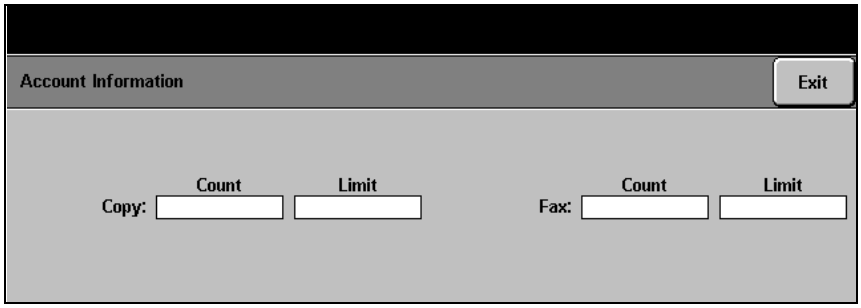
The *Auditron* is a feature of the machine which automatically tracks usage. If *Auditron* is enabled, an account number must be entered. For account number allocation, or further information about the *Auditron*, please contact the Key Operator.

- Use the numeric keypad to enter the account number.
- Select **[Enter]**.
- Make feature selections as required to complete the job.
- To exit the account, select **[Clear All]** twice.



Whilst still logged on, use the following steps to review the status of the account.

- Select **[Machine Status]** on the control panel to the right of the touch screen.
- Select **[Account Information]**.
- The screen shown will be displayed with the count for Copy and/or Fax jobs completed and the limit set for the account.
- Select **[Exit]** to close the screen.



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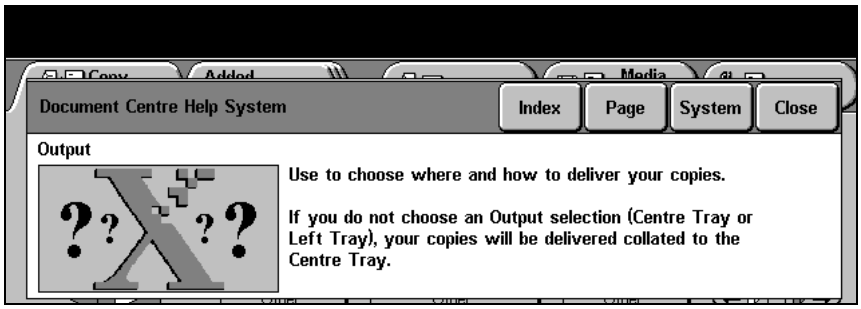
Information Sources

In addition to the graphic and message display, the following information sources are designed to provide guidance and information when making copies.

Using the Help (?) button

The *Help* (?) button on the control panel, provides additional information about a specific task. The *Help* system also provides context-sensitive help - specific information to the task being carried out. The help screens can be reviewed in *Features*, *Job Status* and *Machine Status* modes.

- Select **[Help]** at the top left of the numeric keypad.
- Select the feature you want more information about.
- If available select
  - *Page* to scroll through the options page by page,
  - *System* to gain help about the machine,
  - *Index* for a list of features available.
- Select **[Close]** to exit the help screens.


Document Centre Help System
Index
Page
System
Close
Output
Use to choose where and how to deliver your copies.
If you do not choose an Output selection (Centre Tray or Left Tray), your copies will be delivered collated to the Centre Tray.

NOTE: Jobs cannot be programmed when using the *Help* screen.

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Labels

Located on the machine at point-of-need throughout the machine, labels provide guidance when, for example, clearing paper jams or loading documents.

User Documentation

There are 2 books available which fully describe the operation of the system.

- **User Guide:** All operational, maintenance and machine setup procedures.
- **DC440/432/425ST System Administration Guide:** Information on Network installation and setup procedures.

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3 Copy

This chapter contains information about the *Copy* screen and the features available.

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Copying procedure

Quick Pathway

- **Load documents.**
- **Press [Features].**
- **If necessary select [Copy].**
- **Select the Copy features required.**

Before making copies on the *DC440/432/425*, identify what is to be copied and the number of copies required. Use the following steps to make a copy using the *Document Centre*.

NOTE: If the Auditron has been enabled on the machine, an account number may be required before programming can commence. For account allocation, or further information about the Auditron, please contact the Key Operator.



HINT: *When programming a copy job on a network connected machine, select Job Interrupt first. The Document Centre will not complete any network jobs allowing the copy job to be programmed and completed without interruption. Refer to "Job Interrupt" on page 2-22 for more information.*

1. Load the documents

A choice of document input areas is available. These are:

- A document feeder for single or multiple documents
- A document glass for single documents or bound originals.

NOTE: A document glass cover will be fitted on the *DC425* cabinet configuration.

Document Feeder

Up to 50 documents can be scanned at one time using the document feeder. Ensure the documents are of the same size, in good condition and all staples or paper clips removed.

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NOTE: To reduce the risk of document feeder jams, place folded or creased documents on the Document Glass and make a copy. Replace folded or creased documents with the new copy.

Documents should be 60-120g/m^2 and A5 to A4long edge feed or A5 to A3 short edge feed.

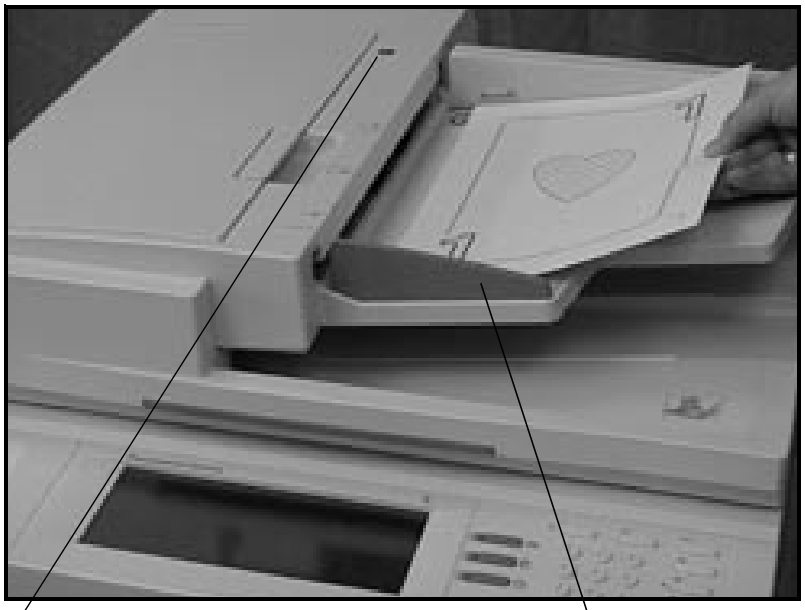
The Document Feeder senses only standard sizes. If the documents include non-standard sizes, copy them from the Document Glass. If the sensor cannot detect the size, it scans the entire glass area and prints on A4 paper. Image loss might occur if the original is larger than A4.

NOTE: If feeding Computer Fan Fold through the Document Feeder always remove the perforated feed edge first.

NOTE: For information about copying mixed size originals using the document feeder please refer to page *3-23. For instructions* on faxing mixed size originals using the document feeder refer to page *4-33*.

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- Before placing the documents into the document feeder, remove all staples and paper clips.
- Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the back or left of the machine.
- Align the stack with the left and rear edges of the document feeder tray and position the guide to just touch the edge of the documents.
- Check the green light on the top rear of the document feeder. When the documents are positioned correctly, it will light up.



When *Auto* Paper is selected, the document feeder senses the size and orientation of the documents, then checks the paper trays to find one that corresponds. The size and orientation are displayed in the message area in the upper left hand corner of the touch screen.

NOTE: *Auto* paper is used with standard document sizes. For non-standard sizes, manually select the paper tray required.

Document Glass

The document glass should be used for single pages or bound originals up to a maximum of A3 size.

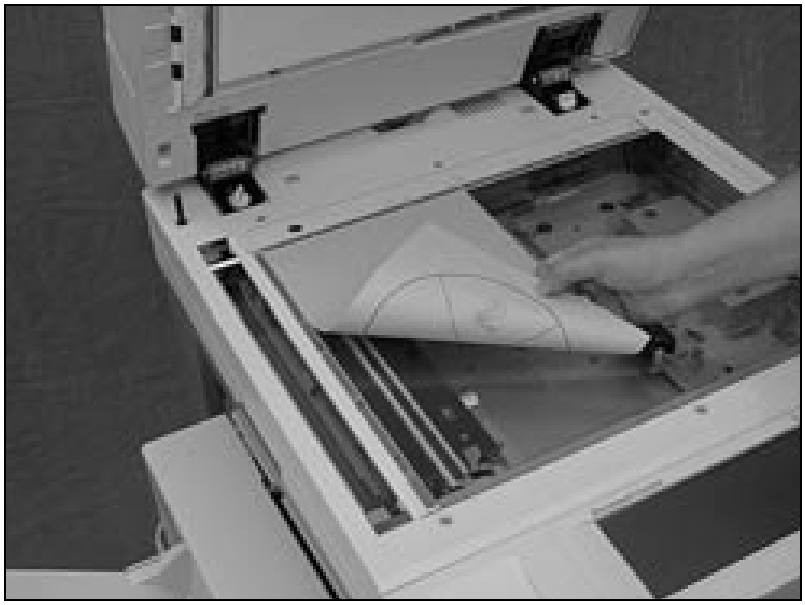
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.

- Raise the document feeder or the document glass cover, if fitted.



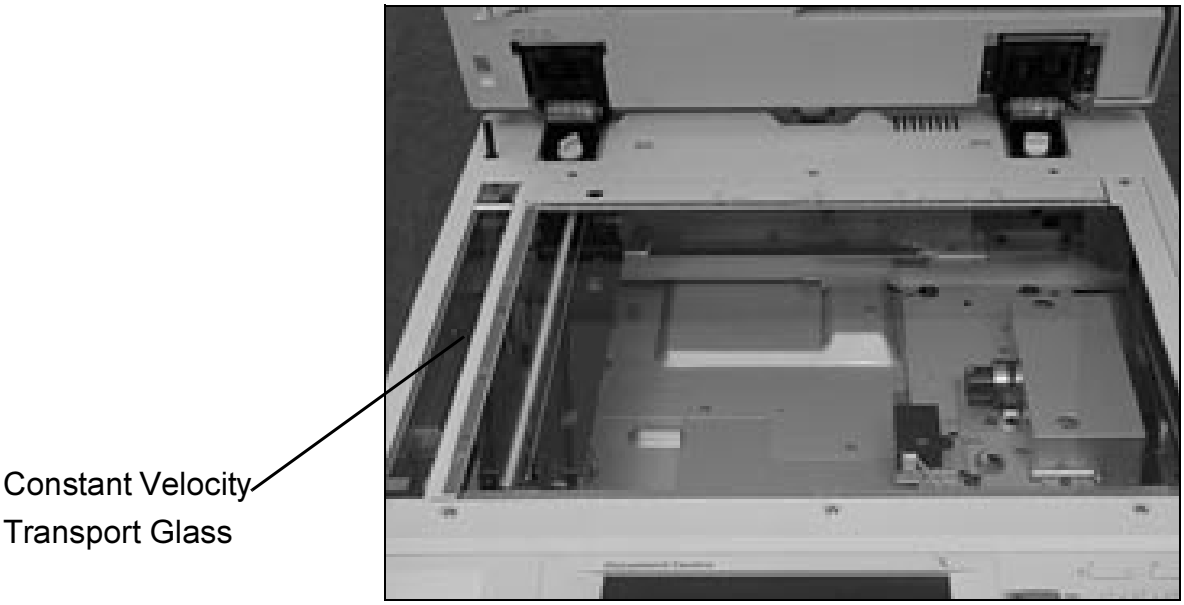
- Place the document face down onto the document glass, aligned with the tip of the registration arrow near the top left of the document glass.
- Lower the document feeder.



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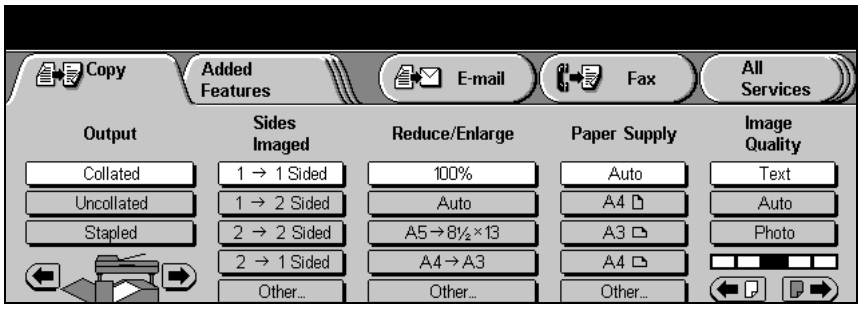
Constant Velocity Transport Glass

The Constant Velocity Transport (CVT) glass is the narrow strip of glass located at the left hand side of the document glass. When documents are fed from the document feeder, the CVT glass automatically scans the images into memory, and does not apply to documents placed on the glass.



2. Select the *Features* button

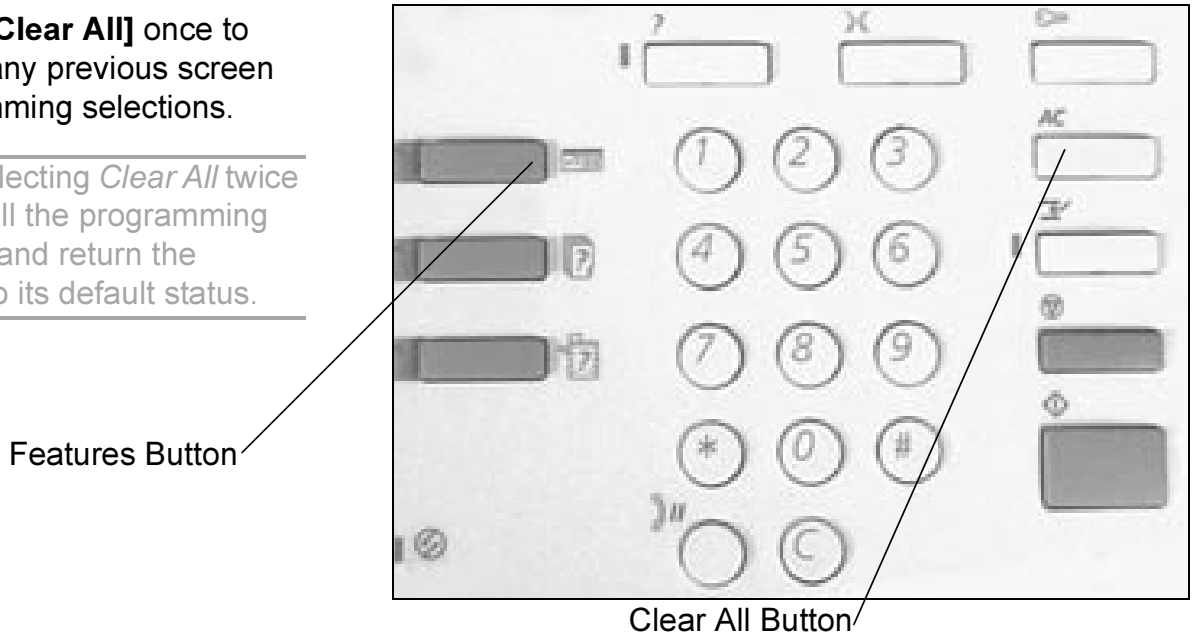
- Select **[Features]** located on the left of the numeric keypad. Ensure that the first *Copy* screen is displayed.



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- Select **[Clear All]** once to cancel any previous screen programming selections.

NOTE: Selecting *Clear All* twice will clear all the programming pathways and return the machine to its default status.

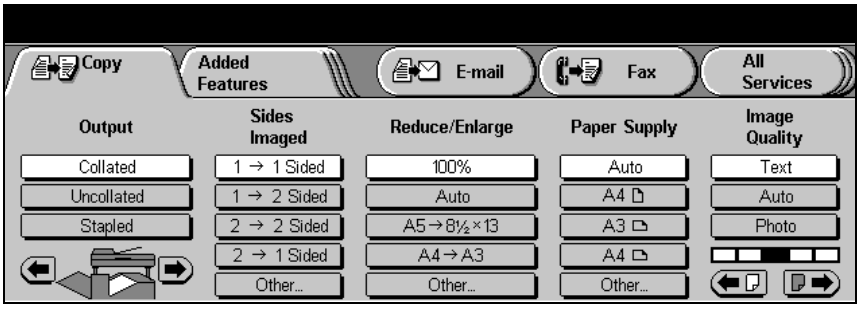


3. Select the features

The features available on the first *Copy* screen are those used most often. Many of the features contain a selection called *Other*. Select this option to access additional programming options.

NOTE: Only those features relevant to the machine configuration will be available.

- Select the button for the feature required. The button changes to white. If *Other* is selected, select **[Save]** to confirm the selected feature or **[Cancel]** to return to the previous screen.



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For a more detailed explanation of the standard features available on the touch screen please refer to the following pages:

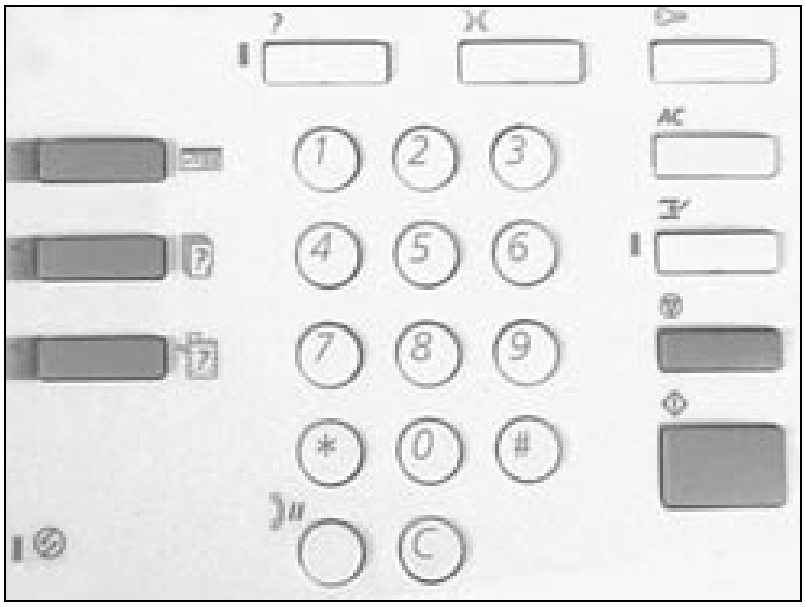
- *Output - page 3-10*
- *Sides Imaged - page 3-14*
- *Reduce / Enlarge - page 3-16*
- *Paper Supply - page 3-18*
- *Image Quality - page 3-20*

4. Enter the quantity

The maximum copy quantity is 999.

- Use the numeric keypad to enter the number of copies required. The number entered is displayed in the top right hand corner of the touch screen.

To cancel an incorrect entry, select **[C]** and enter the correct quantity.



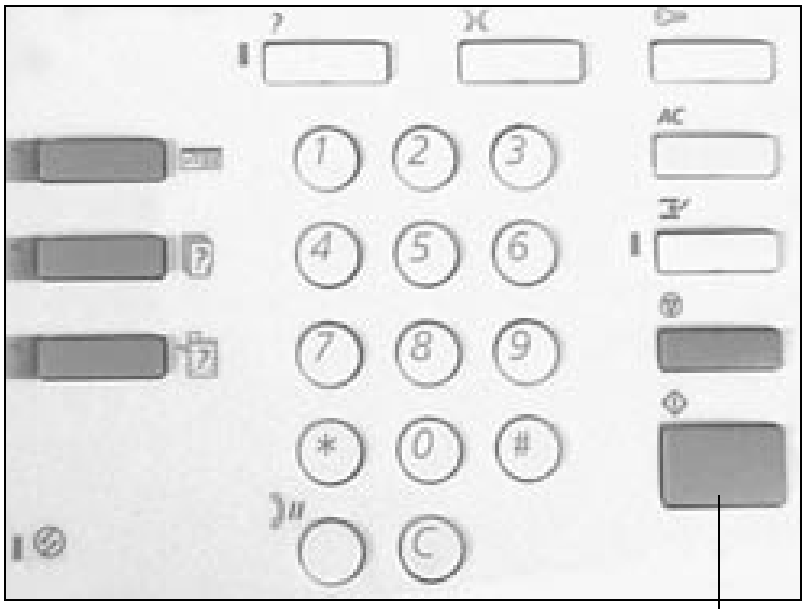
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5. Select *Start*

- Select **[Start]**. Each document is scanned once only. The size and orientation are displayed in the upper left hand corner of the touch screen.

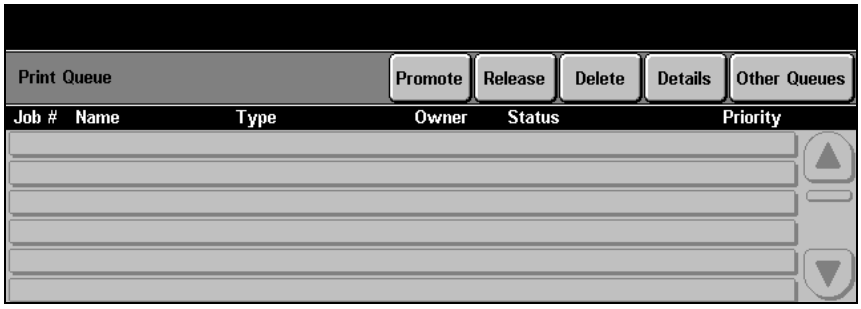
If a resource problem or programming conflict prevents the job completing, a message will be displayed. Follow the message to resolve the problem.

On completion, remove the scanned documents from under the document feeder or from the document glass.



6. Identify the copy job in the Print Queue

- Select **[Job Status]** on the control panel to display the *Print Queue*.
- The job will be displayed in the queue. If there are no jobs in the queue, the job may have already been processed.



NOTE: Refer to *"Managing Copy Jobs" on page 3-51* for more detailed information.

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Standard Features - Copy

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select [Copy].**
- **Select the features available on the first [Copy] screen.**

Use the first *Copy* screen to select the standard features for a copy job. For more information about the features available refer to the following:

Output - page 3-10

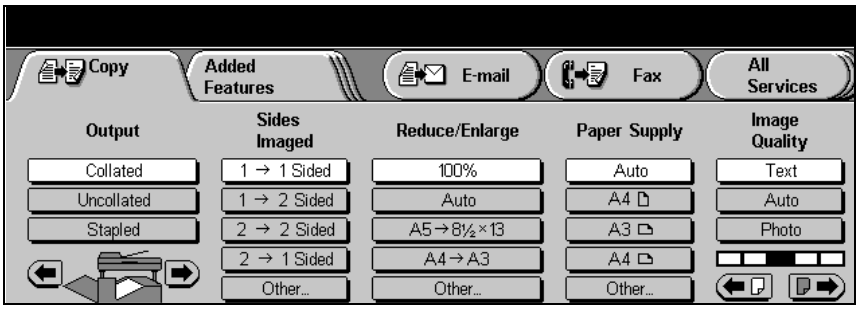
Sides Imaged - page 3-14

Reduce / Enlarge - page 3-16

Paper Supply - page 3-18

Image Quality - page 3-20

NOTE: Only those features relevant to the machine configuration will be available.



Output

Depending on the machine configuration the *Document Centre* can be installed with a Centre Tray, a Left Tray and a Finisher.

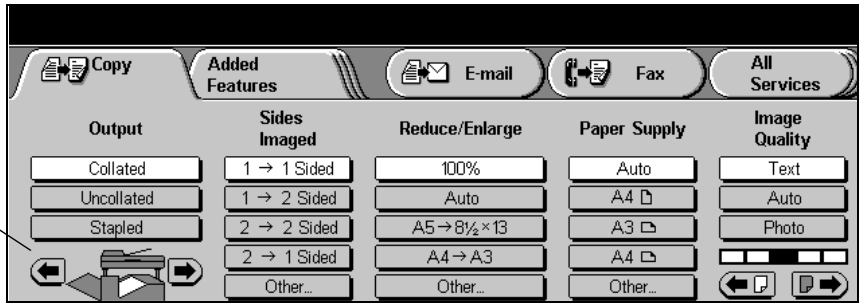
NOTE: A6 size paper should not be fed to the Finisher.

The Centre Tray is the default output tray. Output will be delivered face down and offset to the Centre Tray. Copy sets delivered to the Left Tray will be face up and are not offset.

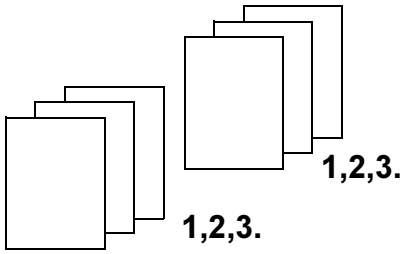
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NOTE: The Left Tray will not be available when custom size paper has been programmed.

Output Icon

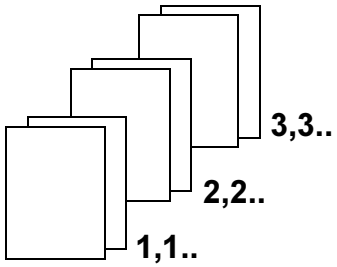


HINT: Use the Output Icon located on the lower left hand side of the screen to quickly and easily switch from the Centre Tray to the Left Tray.



Collated

This option delivers the specified number of copy sets to the Centre Tray in the same order as the documents. If selecting two copies of a three-page document, the order of the output will be pages 1-2-3,1-2-3.

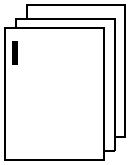


Uncollated

This option delivers the copies to the Centre Tray in the order based on the total number of copies for each document. The order of the output for two copies of a three-page document will be 1-1, 2-2, 3-3.

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Stapled (optional)



1,2,3.

If the Finisher has been fitted, the *Stapled* option will be available.

NOTE: The Finisher is not available on the *DC425* single-sided configuration.

The Finisher can staple either A4 or A3 in sets of 2 to 50 sheets of 80 g/m^{2}paper either automatically or manually. The staple cartridge holds 5000 staples.

NOTE: Uncollated is not available for stapled copies.

Automatic Stapling using the Finisher

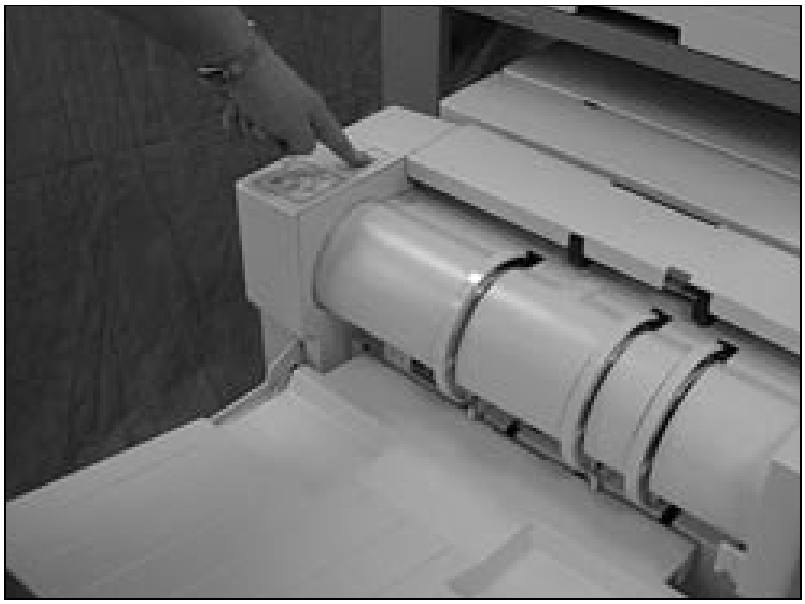
Automatic stapling occurs when the stapled option has been selected on the touch screen.

Manual Stapling using the Finisher

The Finisher stapler can also be used to staple documents manually. Use the following steps to manually staple a set of documents.

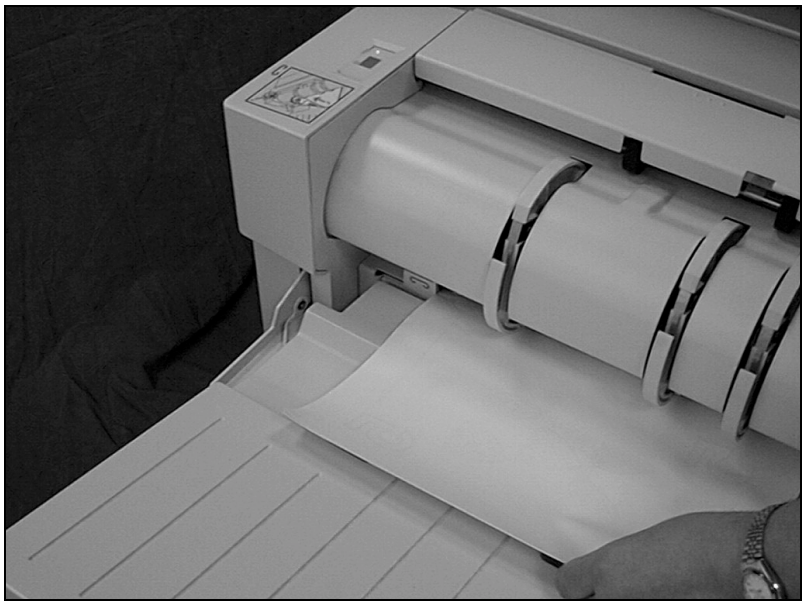
- Select and release the button on the top of the Finisher. The green light next to the button is lit.

NOTE: If a job is currently in process, the light will flash - wait until the job finishes.



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- Place the documents face down and long edge feed over the green rectangle with the left edge of the documents against the tab of the Staple Cartridge Door.
- Slide the documents forward until you hear the click of the staple being inserted. The staple is inserted in the upper left corner of the documents.
- Remove the stapled set from the Finisher.



Convenience Stapler (optional)

The Convenience Stapler is an optional extra and can be installed if the Convenience Shelf is fitted. It attaches to the right hand corner at the rear of the shelf and is positioned so that documents can be stapled straight or at an angle.

The Convenience Stapler can staple sets of 2 to 50 sheets of 80 g/m^2 paper. The staple cartridge holds 5000 staples.

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- With the documents face up, slide the corner to be stapled into the stapler.
- The stapler will automatically staple the documents.
  - During stapling the indicator light on the left hand side of the stapler will be lit.
- Remove the stapled set from the Convenience Stapler.



Sides Imaged

Up to 50 double-sided copies, ranging in size from A5 to A3 can be made automatically from one or two-sided documents.

- ***1*** → ***1:*** single-sided copies from single-sided documents.
- ***1*** → ***2:*** double-sided copies from single-sided documents.
- ***2*** → ***2:*** double-sided copies from double-sided documents.
- ***2*** → ***1:*** single-sided copies from double-sided documents.

NOTE: The machine copies the second side of a document first. When making double-sided copies using drilled or pre-printed paper, load the paper the opposite way round to the single sided copying instruction label on the tray.

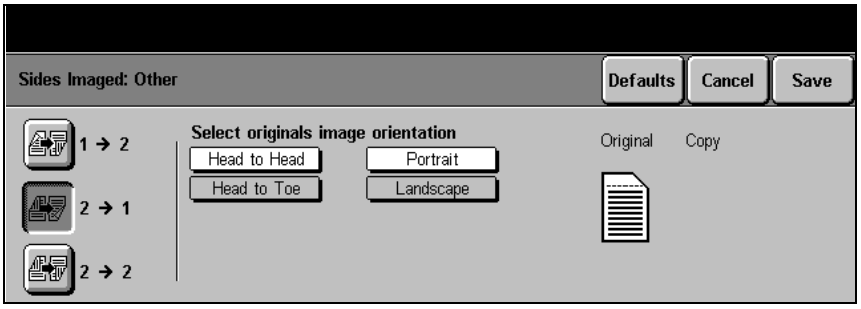
☞ ***HINT:*** *When using the 1 → 2 option and the document glass, the machine will display a message when it is ready to scan side 2.*

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NOTE: The 2-sided options are not available on the *DC425* single-sided configuration.

Orientation

Select the *Other* option to access the Orientation features.



Select the *Other* option and then either ***1*** → ***2, 2*** → ***1*** and ***2*** → ***2*** to access the following orientation options available:

Head to Head—the output will be the same orientation as the documents.

Head to Toe—the output will be rotated 180° on the second side.

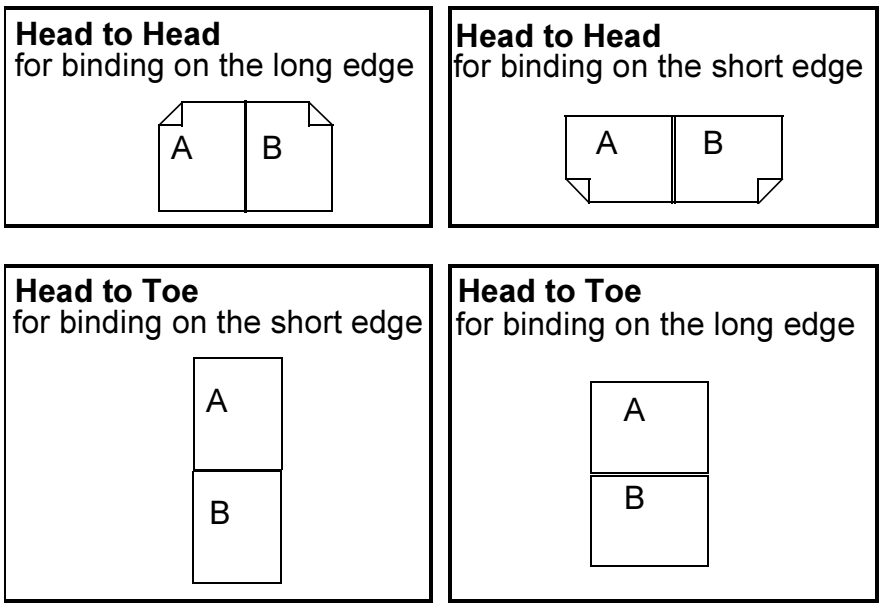
Portrait—the image appears in the portrait orientation.

Landscape—the image appears in the landscape orientation.

The following illustration depicts the results for *Head to Head* or *Head to Toe* selections for Portrait and Landscape images.

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Portrait Images **Landscape Images**.



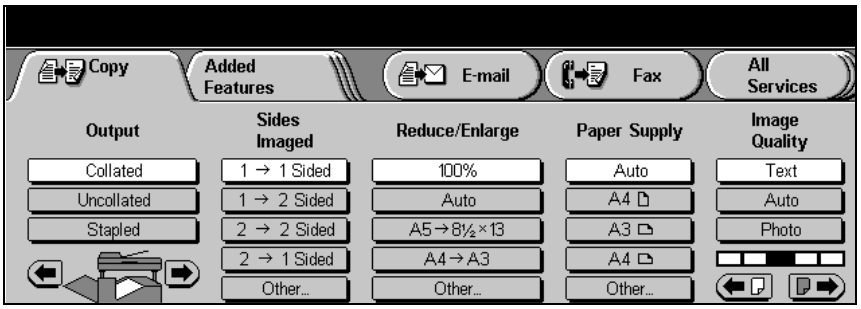
NOTE: *Inserts* can not be programmed with *1 → 2. Bound Originals* and *Build Job* are not available with *1 → 2* selected when using the document glass. Tabbed stock, envelopes and transparencies will not feed through the *Duplex Module*.

Reduce/Enlarge

In addition to 100% size for size copies, reduced or enlarged copies can be produced by selecting one of the *Reduce / Enlarge* options. If the media loaded is the same size as the documents, but does not match the orientation, the *DC440/ 432/425* can rotate the image so that it fits correctly on to the paper. Rotation will only occur when *Auto Reduce/Enlarge* or *Auto Paper Supply*, but not both, is selected.

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- Select **[Auto]** or one of the presets options.



Reduce / Enlarge options

100% size for size copies.

Auto automatically reduces / enlarges a document to fit on the paper size selected.

NOTE: .When *Auto Reduce/Enlarge* is selected, the machine automatically selects A4 long edge feed paper. If selecting *Auto Reduce/Enlarge* and A4 long or short edge paper supply, the machine automatically rotates the image 90° to match the orientation of the A4 documents and prints on to A4 long edge feed paper. However, when using the Bypass Tray ensure that the paper is loaded short edge feed. Feeding paper long edge feed will cause a mismatch with the reduction/ enlargement selection.

Presets displays the two most frequently used preset reduce / enlarge settings. The presets are set up by the Key Operator.

Other used to specify a magnification not listed, or to select normal or custom settings.

- Normal — reduces or enlarges the length and width of a document by a specific amount. 100%, Auto and the presets are also available. For non-standard sizes, use the scroll buttons to choose a specific enlargement or reduction in 1% increments.

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HINT: *To save time use the pop-up keypad on the touch screen instead of the scroll buttons to insert values. Select the display box for the size selections (the small rectangle to the left of the scroll buttons) and a keypad will be displayed. Enter the values and select Save.*

- Custom — used to reduce or enlarge a document in non-equal proportions. Again, 100% and Auto are available to reset the magnification after using a custom setting.



HINT: *When Custom Reduce/Enlarge is selected, the machine does not rotate the image to match the orientation of the paper. If Auto Custom Reduce/Enlarge is selected, the machine does rotate the image.*

Paper Supply

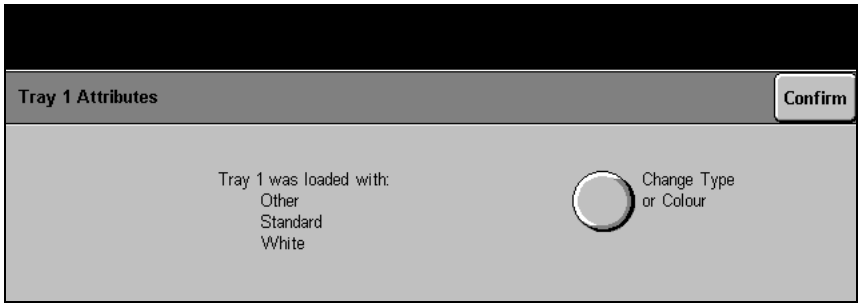
The media loaded in the paper trays determines the sizes displayed in the *Paper Supply* selection on the touch screen. For example, if transparencies are loaded, a picture of a transparency is displayed.

When a tray is opened or paper is loaded in to the Bypass Tray, a pop-up window 'Tray Attributes' will be displayed on the touch screen. When changing the type or colour of stock in the tray, the tray must be programmed to match the media being loaded. If the type or colour of stock is not being changed, select *Confirm* to close the window.

NOTE: For information about loading paper, refer to *"Paper and other media" on page 10-1*.

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- Open the paper tray. The *tray attributes* window is displayed.
- Load the tray.
- If the paper type or colour has been changed, select **[Change Type** or **Colour]** and programme the new settings. Select **[Save]**.
- Select **[Confirm]** to carry on with the job.



NOTE: The size and orientation is determined for all trays except the Bypass Tray.

Paper Supply options

Auto accepts the default setting (standard white paper) for the paper supply. If a specific paper size is not selected, the *DC440/432/425* defaults to the size it senses from the document and sends the output to the Centre Tray.

Presets displays the most regularly used paper supply options. The presets are set up by the Key Operator.

Other displays a list of all the trays and the paper type, colour, size and orientation loaded.

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Image Quality

Use the image quality settings to adjust the quality of the output.

Image Quality options

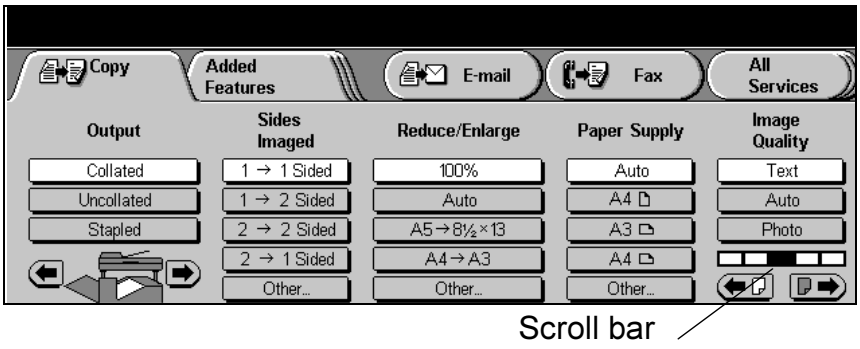
Text used for scanning text, solids, line art and halftones.

Auto automatically adjusts the image quality based on the attributes of the document. Auto can also be used to make copies of documents that contain halftones and different images.

Photo used for scanning continuous-tone photographs and high-quality, high-frequency halftones.

HINT: For best results, copy a maximum of 5 photographs in one job, unless the machine has additional memory.

Lighter/Darker scroll bar allows manual adjustment to be made to the lightness and darkness of the output.



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Added Features - Copy

Quick Pathway

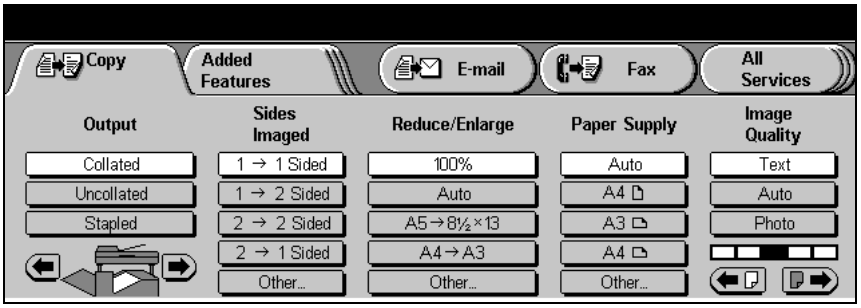
- **Select [Features] on the control panel.**
- **If necessary select [Copy].**
- **Select [Added Features].**

The *Added Features* tab offers additional programming features for a copy job. When selected, a series of tabs is displayed.

Image Adjustment - page 3-22

Output Format - page 3-33

Job Assembly - page 3-46



NOTE: Only those features relevant to the machine configuration will be available.

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Image Adjustment tab - Copy

For more information about the features available refer to the following:

Original Size - page 3-22

Bound Originals -page 3-24

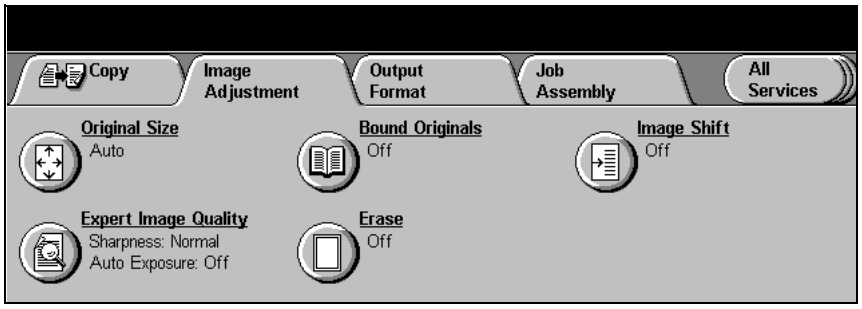
Image Shift -page 3-26

Expert Image Quality - page 3-27

Erase - page 3-28

Edit (optional) - page 3-29

- Select **[Added Features]**. The *Image Adjustment* screen will be displayed.



Original Size

Use this feature to copy and/or manipulate non-standard size documents from the Document Feeder and Document Glass. Use the following steps to select this feature.

- Place a document on the document glass and select the features required.
- Select **[Original Size]**.
- Select the option required.



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Original Size Options

Auto automatically determines the size of the document being copied and selects a paper supply source of the same size. The machine cannot sense the size of non-standard documents.

Original Size indicates the document size, or the size you want the *Document Centre* to scan, if the document is a non-standard size. Choose from the preset sizes listed, or using the scroll arrows enter the X and Y values. This feature can be used with the Document Feeder or the Document Glass.

NOTE: The paper tray sensors can detect only the size of the paper loaded. They cannot detect paper attributes, such as transparencies, colour stock, or drilled stock. The attributes must be selected.

Mixed Size use this option to feed documents of different sizes through the document feeder. To produce size for size or reduced / enlarged copies. To enable this feature documents must be loaded in to the Document Feeder.

NOTE: The lead edges must have the same dimensions. For example A3 short edge feed can be loaded with A4 long edge feed, but A3 short edge feed cannot be loaded with A4 short edge feed.

To produce size for size copies

- Load the documents.
- Select **[Auto]** paper supply.
- Select **[Added Features]**.
- Select **[Original Size]**.
- Select **[Mixed Size]** and select **[Save]**.
- Enter the quantity and select **[Start]**.

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To produce reduced / enlarged copies

- Load the documents.
- Select the paper size required.
- Select **[Added Features]**.
- Select **[Original Size]**.
- Select **[Mixed Size]** and select **[Save]**.
- Enter the quantity and select **[Start]**.

NOTE: *Inserts, Booklet Creation* and *N Up* cannot be used with *Mixed Size Originals*.

Bound Originals

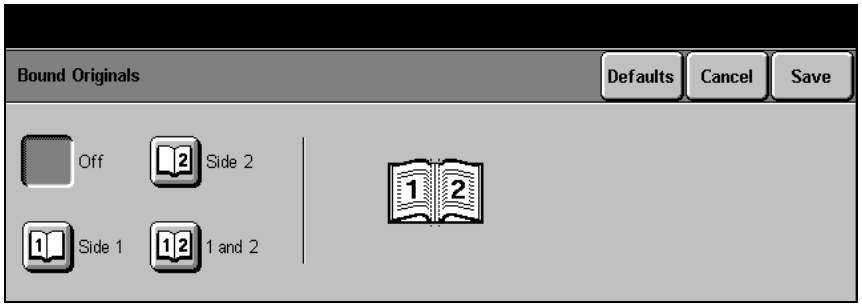
Select *Bound Originals* to make copies of pages from bound documents or magazines using the Document Glass.

- Place the bound document face down on to the document glass. Close the cover until it rests on the bound document. Do not force it shut.

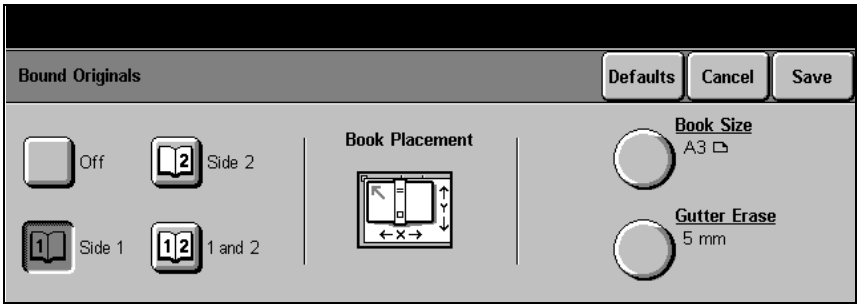


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- Select the features required.
- Select **[Added Features]**.
- Select **[Bound Originals]** and select the features required.
- Select **[Save]**.
- Select **[Start]**.



Bound Originals options



Off the feature is not available.

Side 1 copies only the page on the left when looking at the open book, face up.

Side 2 copies only the page on the right when looking at the open book, face up.

1 and 2 copies both pages of an open book and places each page on a separate sheet of paper.

Book size use this option if the open book size is anything other than A3.

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Gutter Erase erases up to 25 mm from the gutter area down the centre of a bound document. When the *1 and 2* option is selected any amount from 0 - 50 mm can be entered.

Image Shift

Use this feature to change the position of the image on a page.

- Select the features required.
- Load the document. Ensure that the documents are in the same orientation as the media loaded in the paper trays.
- Select **[Added Features]**.
- Select **[Image Shift]** and the option required.
- Select **[Save]** and **[Save]** again.
- Enter the quantity and select **[Start]**.



Image Shift options

Off the feature is not available.

Auto Centre automatically shifts the image to the centre of the paper.

Margin Shift copies the image to a specific area. Unless the new location is specified, the output will be displayed on the page just as it is on the document.

- Side 1: (the default setting) shifts the image to the left or right, up or down for the first page of the document being copied. The image can be shifted up to 50 mm.

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- Side 2: shifts the image to the left or right, up or down for the second page of the document being copied. The image can be shifted up to 50 mm.

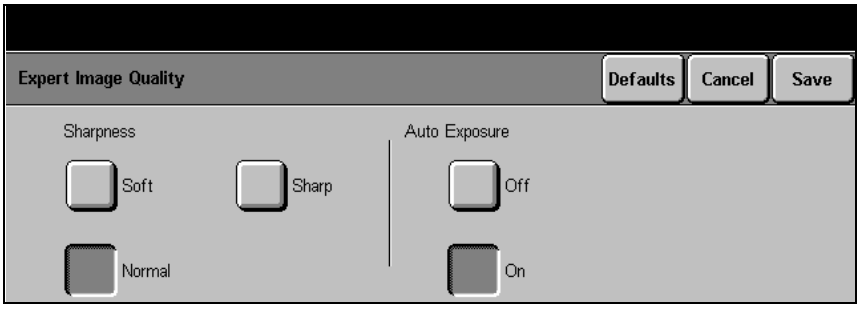
  Independent: Use this to set different image placement options for side 2 of the documents.

  Mirror Side 1: sets the image shift selections for side 2 the same as those entered for side 1.

Expert Image Quality

Use this feature when documents require more than the basic image quality adjustment.

- Select the features required.
- Load the document. Ensure that the documents are in the same orientation as the media loaded in the paper trays.
- Select **[Added Features]**.
- Select **[Expert Image Quality]** and the option required.
- Select **[Save]** and **[Save]** again.
- Enter the quantity and select **[Start]**.



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Expert Image Quality options

Sharpness adjusts the sharpness of the image. This feature is used to increase the sharpness of fine lines and details, or to decrease the sharpness for a smooth, uniform appearance. However, it is advisable not to decrease the sharpness too much, the copy might appear distorted. Normal is the default setting.

Auto Exposure when copying text images from coloured paper documents, this feature enables users to obtain a copy with a clean, white background.

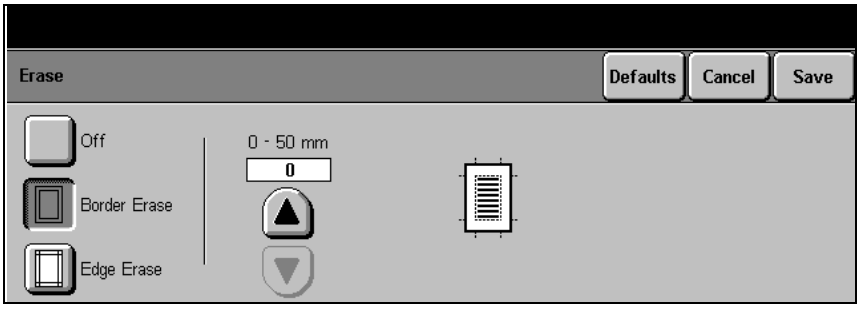
Erase

Use this feature to erase unwanted marks such as hole punch impressions from the edge of the copy.

- Load the documents in the same orientation as the selected Paper Tray.
- Select the features required.
- Select **[Added Features]**.
- Select **[Image Adjustment]**.
- Select **[Erase]**.



- Select **[Border Erase]** or **[Edge Erase]**.
- Use the scroll arrows to enter the amount of erase required.
- Select **[Save]**.
- Enter the quantity and select **[Start]**.



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Erase options

Off the feature is not available.

Border Erase to erase equal amounts from all edges, up to 50 mm.

Edge Erase to erase a specific amount from each edge of the copy. Up to 50 mm can be applied to each edge.

Edit (optional)

Use the Editing Kit to change the appearance of a document copy. The kit is supplied with an orange editing marker. Markers other than the one supplied can be used.

NOTE: When editing, keep the Document Glass closed, unless editing a bound document or using the *Original Size* feature. Do *not* select *Interrupt* or *Pause* while scanning a document.



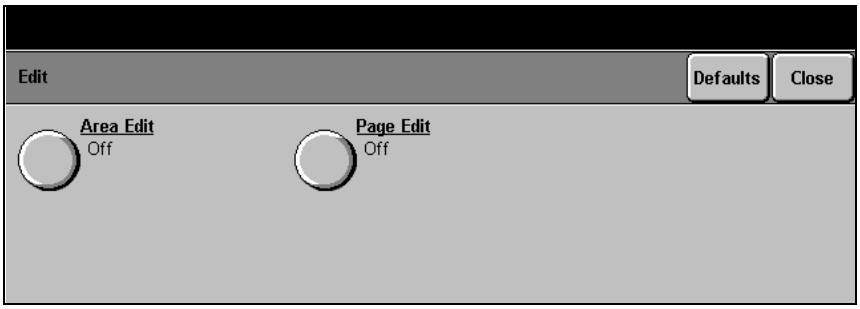
HINT: *The Editing feature will not function if the original is not white, for example when using recycled paper or coloured originals. If the Editing feature is not working properly, or if the edit marks are not dark, replace the orange marker. Also, avoid placing edit marks within 5 mm of the edge of the document.*

There is a choice of two edit options - ***Area Edit*** or ***Page Edit***.

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Area Edit

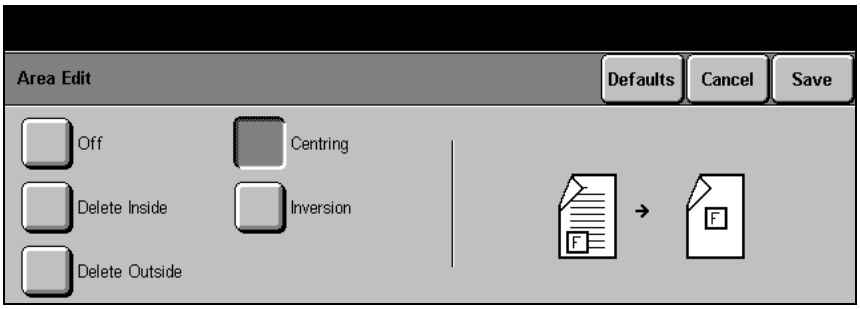
- To protect the document make a copy first.
- Use the orange editing marker, draw around the areas to be printed, or draw a thick line through the areas. Press firmly on the edit marker. The line indicating the area to be printed must be dark, without any breaks.



NOTE: There is no limit to the number of markings.

- Place the marked copy on to the Document Glass.
- Select **[Added Features]** and then **[Image Adjustment]**.
- Select **[Edit]**.

- Select **[Area Edit]**.
- Select the option required and select **[Save]**.
- Select **[Start]**.



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Area Edit options

Off the feature is not available.

Delete Inside scans everything outside the orange lines and ignores everything inside. The centre area will be blank.

Delete Outside scans everything inside the orange lines and ignores everything outside. The outside area will be blank.

Centring centres the image from inside the marker area onto the output paper. Areas outside the marker area are deleted.

Inversion changes all the black images within the marker area to white and all the white images to black.

Page Edit

This feature does not require the use of a marker pen, hence pre-scan is not required. The editing function selected will be applied to the entire page. The Document Glass or the Document Feeder can be used with Page Edit.

- Load the document in the Document Feeder or place it on the Document Glass.
- Select **[Added Features]** and then **[Image Adjustment]**.
- Select **[Edit]**.
- Select **[Page Edit]**.
- Select the option you want to use and select **[Save]**.
- Select **[Start]**.



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Page Edit options

Off	the feature is not available.
Mirroring	a mirror image of the document is created.
Inversion	changes all the black images on the page to white and all the white images to black.

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Output Format - Copy

Quick Pathway

- **Select [Features] button on the control panel.**
- **If necessary select [Copy].**
- **Select [Added Features].**
- **Select [Output Format].**

Select the features available on the *Output Format* screen to enhance the appearance of a copy job. For more information about the features available refer to the following:

Transparencies - page 3-33

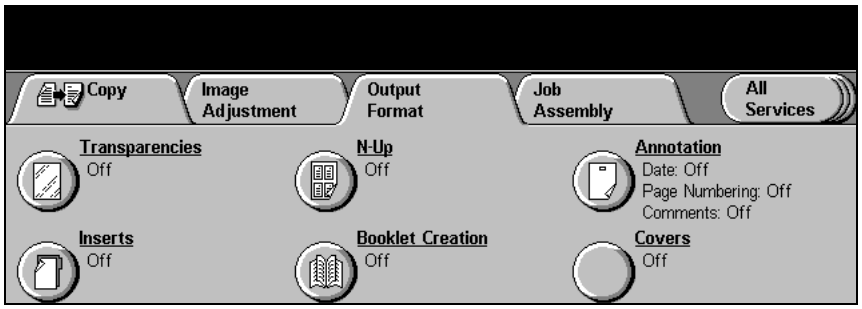
N Up - page 3-35

Annotation - page 3-36

Inserts - page 3-39

Booklet Creation - page 3-42

Covers - page 3-43



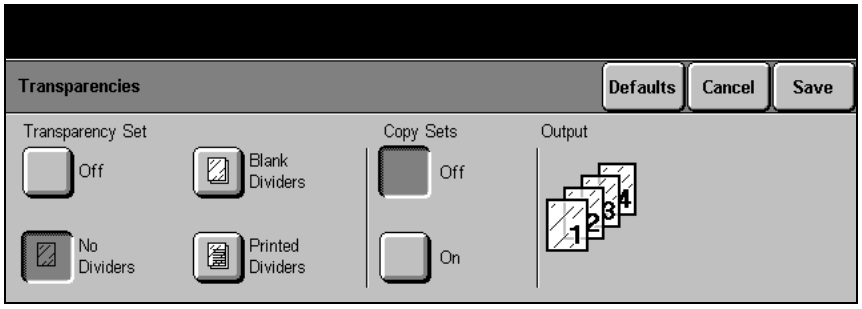
Transparencies

This feature enables copying on to transparency stock, placement of dividers between the pages and making hard copy sets for handouts.

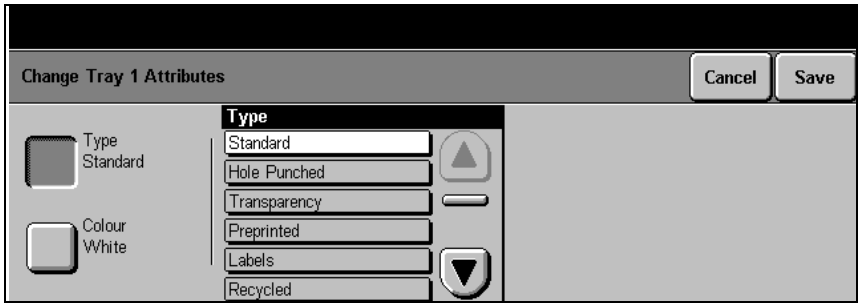
NOTE: For information about loading transparency stock please refer to *"Paper and other media" on page 10-1*.

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- Load the documents in the document feeder.
- Make the required feature selections.
- Select **[Output Format]**.
- Select **[Transparencies]**. Following the instructions, select the option required.



- Load the transparency stock.
- Programme **[Change Tray Attributes]**:
  - Select **[Type]**. Use the up / down scroll arrows to display the transparency option. Select **[Transparency]** and select **[Save]**.
  - Select **[Colour]** then **[Clear]** and then **[Save]**.
- Select **[Start]**.



NOTE: A maximum quantity of 1 can be selected.

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Transparency options

Off the feature is not available.

Blank Dividers places a blank sheet of paper between each transparency.

No Dividers prints transparencies with no dividers, *Copy Sets* can still be selected.

Printed Dividers an additional paper copy is automatically inserted after each transparency.

Copy Sets prints additional paper sets of the transparencies. Select *Copy Sets* and use the number keypad to enter the quantity required.



HINT: *If a paper tray has been loaded and the tray attributes have been programmed it is not necessary to assign a tray for transparencies. The DC440/432/425 automatically detects the tray that contains the transparencies.*

NOTE: To avoid overheated or distorted transparencies do *not* copy onto transparencies without selecting *Transparencies* first.

N Up

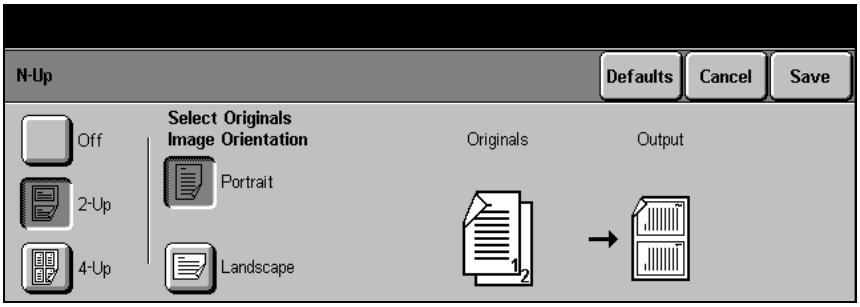
This feature prints two or four independent documents on to one sheet of paper. The *DC440/432/425* reduces/enlarges the images as needed to print them either in landscape or portrait orientation on one page based on the paper supply selected.

NOTE: 2 →1, *Bound Originals, Image Shift, Transparencies, Booklet Creation, Build Job, Mixed Size Originals* or *Annotation* cannot be used with this feature.

Use the following steps to programme *N Up*.

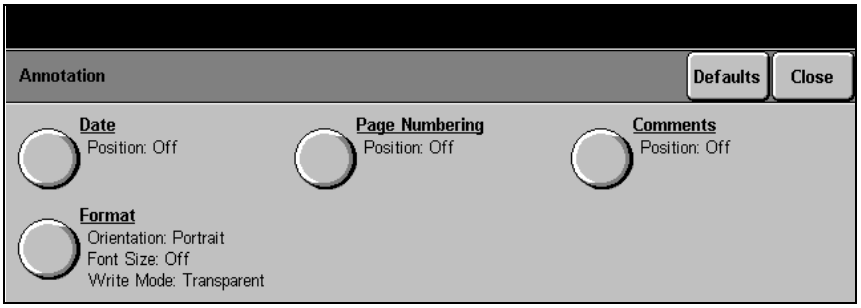
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- Load the documents in the document feeder. Documents must be loaded long edge feed.
- Make the required feature selections for the job. Select **[Paper Supply]** and the paper size required.
- Select **[Added Features]** and then **[Output Format]**.
- Select **[N Up]**.
- Select either **[2 Up]** or **[4 Up]**.
- Select landscape or portrait and then **[Save]**.
- Enter the quantity.
- Select **[Start]**.



Annotation

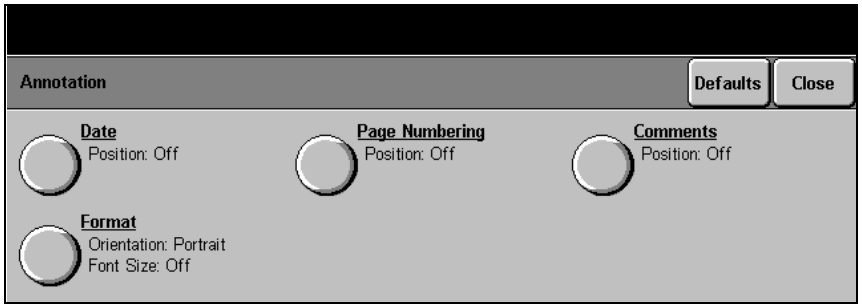
Use this feature to add the date, page numbers and a comment to the copy output.



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NOTE: *N Up, Booklet Creation, Bound Document, Uncollated,* custom size documents and envelopes are not available with *Annotation.*

- Load the documents.
- Make the required feature selections.
- Select **[Added Features]**.
- Select **[Output Format]**.
- Select **[Annotation]**. The Annotation options will be displayed.
- Select the option required and follow the instructions displayed on the screen.
- Select **[Save]**.



Annotation options

Date prints the current date, based on the machine settings.

The date is added to the top or bottom of a page on the left, right or centre.

Page Numbering prints page numbers.

The page number is added to the top or bottom of a page on the left, right, or centre.

Comments prints a comment on the document. The comment is added to the top or bottom of a page on the left, right, or centre.

Choose a programmed comment or create one by selecting *Enter*. Refer to the instructions on page *3-38* for creating a comment.

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Format there are three options available. Each option is available with any one of the annotations.

- *orientation* informs the machine of the orientation (landscape or portrait) of the document. The machine then uses this information to determine where to place the annotation.
- *font* size offers a choice of two fonts. Small font size is set at 72 dots and the large font size is set at 144 dots per inch.
- *write* mode prints the annotation on to the page as either transparent or opaque. Selecting Transparent means that the image on the document is not deleted and the annotation is placed on top of the document image. Selecting Opaque means that the annotation replaces the document image.



HINT: *If the document image extends to the top edge of the page, reduce the image to 90% of its document size to make room for the annotation.*

If the same position is inadvertently selected for the date, page numbering and comment, they will be displayed in the default order: comment (left), page number (centre) and date (right). When date is selected there is a choice of format - MM/DD/YY or DD/MM/YY.

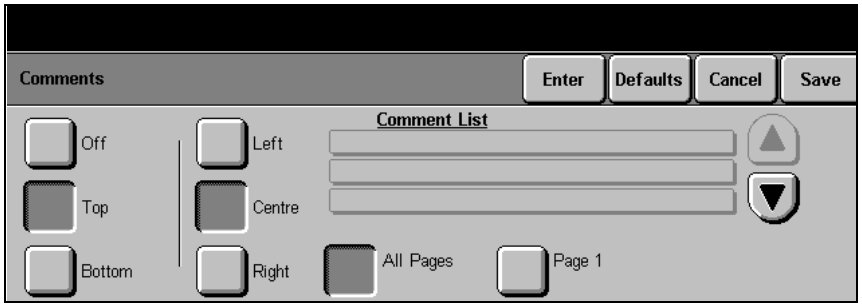
NOTE: When loading documents long edge feed, the annotation can only be printed at the top of the page. Annotation is not available on the landscape edge of any document over A4 in size.

Programming a new comment

The *DC440/432/425* can store up to 8 programmed messages (up to 40 characters each).

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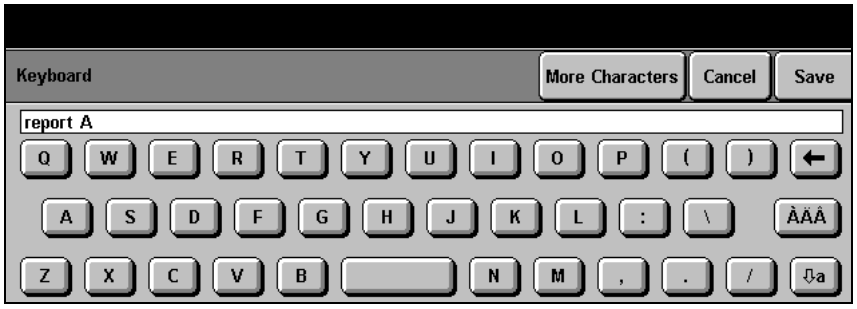
- If *Off* is selected, select comment and the *Document Centre* will display the list.
- Select an empty slot in the *Comment List*.
- Select **[Enter]**.



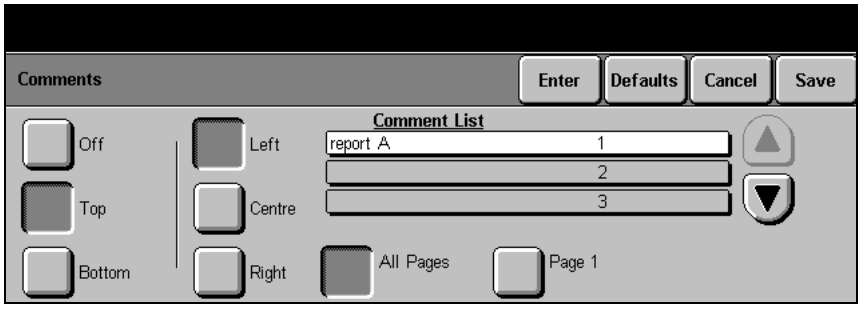
- Use the pop-up keypad to enter a new comment. Select **[More Characters]** to use additional characters.

If an incorrect entry is made, select the ← button to backspace.

- Select **[Save]**.



- The comment will be displayed in the list.



Inserts

This feature enables a different type of stock to be automatically inserted within a set. Up to 10 inserts can be added per copy set.

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Two insert trays are available for programming. The paper tray(s) selected must match in size and orientation with the paper tray being used for the main body of the job.

NOTE: *1 → 2 and 2 → 1* cannot be used with *Inserts*.

- Load the insert stock into the required paper tray.
- Programme the *Tray Attributes* window and select **[Save]**.
- Select the features required.
- Select **[Added Features]** and then **[Output Format]**.
- Select **[Inserts]**.
- Select the option required.



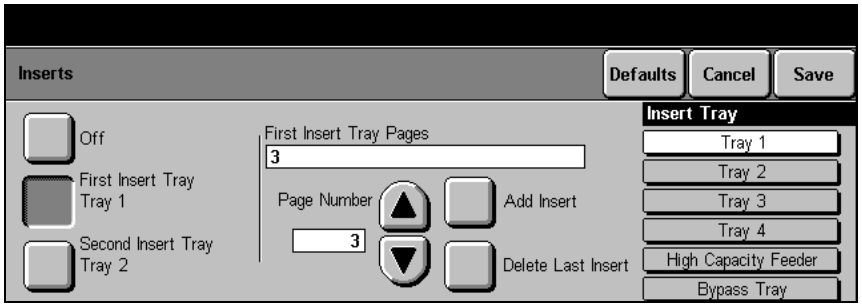
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- Working from the beginning of the document set, count through to the first insert.
- Using the arrow buttons scroll through to the required page number.

NOTE: If the insert is to be blank, add a blank sheet to the document set. For printed inserts enter the page number of the page as it appears in the documents.

- Select [**Add Insert**]. The insert programmed will appear in the review window. To correct an error, select **[Delete Last Insert]**.
- If necessary, select the paper tray in the *Insert Tray* list that the insert stock is to be fed from.

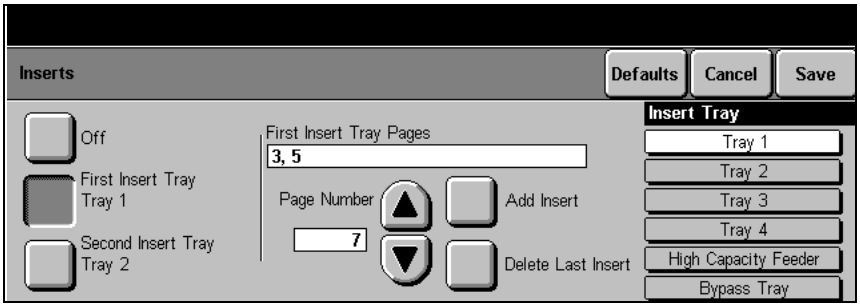
NOTE: When using both insert trays, switch between the *Insert Tray* buttons to enter the insert number and apply the programming selections.



NOTE: If blank sheets are not placed in the set of documents to mark the location of the inserts, the *DC440/432/425* prints the image from the next page on to the insert.

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- After the last entry has been made select **[Save]**.
- Load the documents into the document feeder and select **[Start]**.



NOTE: When 2-2 is selected the insert page range increases from 1-50 to 1-99. This is because each 2-sided page counts as 2 pages.

Booklet Creation

When this feature is selected the *DC440/432/425* will print two pages, side by side, on both sides of each page. To create a booklet fold the copies in half. The pages will appear in the correct order.

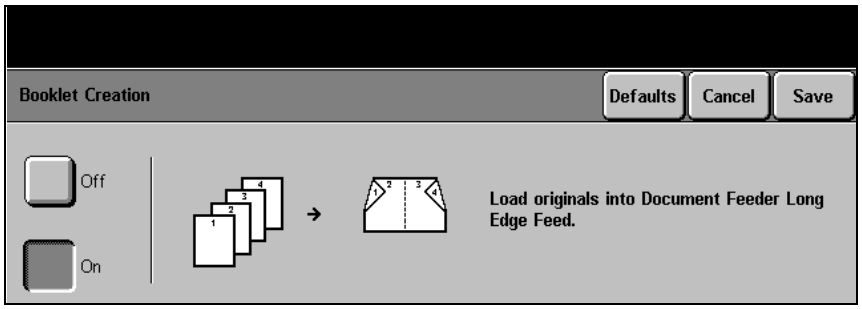


HINT: *If the number of document pages is a multiple of four, the booklet will not contain blank pages. Otherwise, the extra pages in the book will be blank.*

NOTE: Booklet Creation is not available on the *DC425* cabinet configuration.

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- Load the documents in the Document Feeder long edge feed and in order, with the first page on top.
- Select **[Booklet Creation]** in **[Output Format]**.
- Select **[On]**.
- Enter the quantity required and select **[Start]**.



NOTE: If the document is A4 and A3 paper is selected as the output, the *DC440/432/425* prints the booklet at 100%. If a paper size is not selected, the machine defaults to the same size paper as the document and reduces the images to fit.

Covers

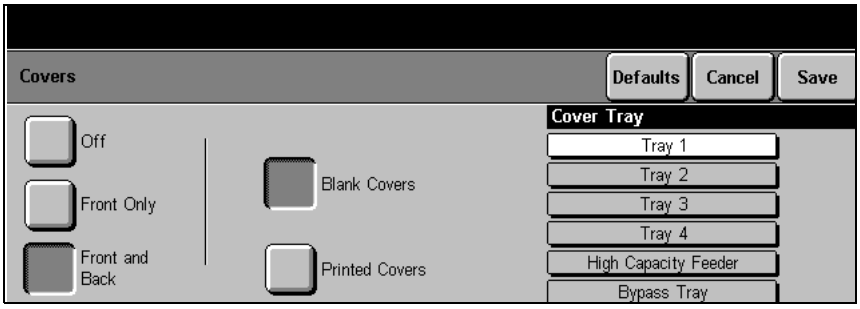
This feature enables paper or card covers to be added to a copy job. Use the following steps to add covers to a job.

- Load the cover stock into the required paper tray.
- The **[Change Attributes]** window will be displayed. Programme the new paper stock and select **[Save]**.
- Select the features required.
- Select **[Added Features]** and then **[Output Format]**.
- Select **[Covers]**.



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- Select either **[Front Only]** or **[Front and Back]**.
- Select **[Blank Covers]** or **[Printed Covers]**.
- Select the cover stock tray. Select **[Save]**.
- Load the documents and select **[Start]**.



NOTE: When using covers with inserts, the cover tray can be the same tray as one of the inserts tray. The cover stock must be the same size and orientation as the body of the document.

Covers options

Off — the Covers feature is not available.

Front only — the machine automatically adds a cover page to the front of the set of documents.

Front & Back — the machine automatically adds a cover page to the front and back of the set of documents.

Once the *Covers* feature is selected the following two options will be available:

Blank Covers — the machine automatically adds a blank cover(s) to the document. Blank sheets do not have to be added to the documents.

Printed Covers — the first (and last, if programmed) page of the set of documents will be copied onto the cover stock. Blank sheets must be added to the set of documents if only the front or the back cover is to be printed.

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NOTE: *1 → 2, 2 → 1,Build Job, Uncollated, Transparencies, Envelope Tray, Booklet Creation and Mixed Size Originals* (if APS (Auto Paper Select) is selected) cannot be used with the *Covers* feature. If *Annotation* is selected with *Printed Covers*, the annotation programmed will appear on the back cover.

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Job Assembly - Copy

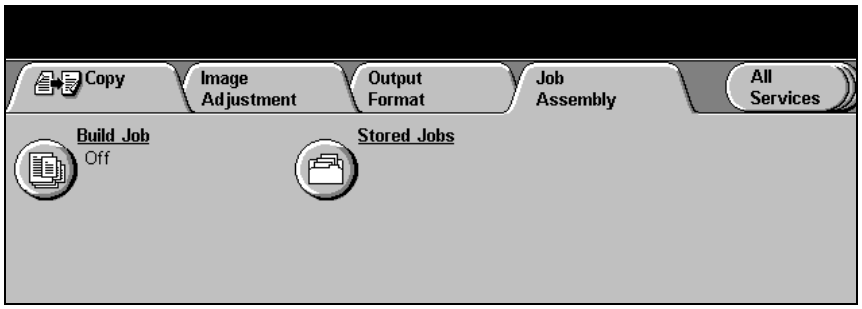
Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select [Copy].**
- **Select [Added Features]**
- **Select [Job Assembly].**

Use the productivity features available in the *Job Assembly* tab to programme a job. For more information about the features available refer to the following:

Build Job - page 3-46

Stored Jobs - page 3-48



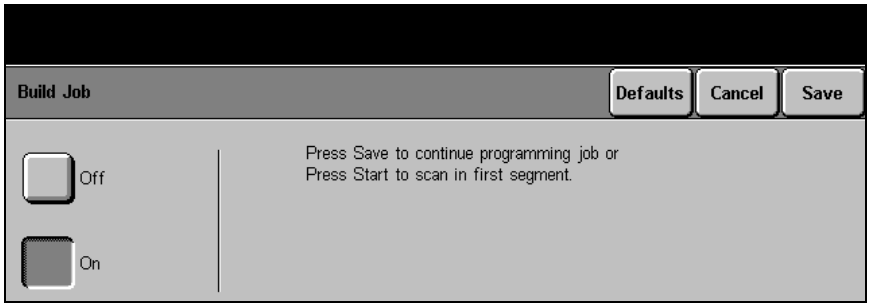
Build Job

Use this feature to build a job that requires different settings for each page. For example, if a set of documents consists of some pages with text and some with photos, you can select appropriate settings to be applied to individual pages or sections of a complete job. By default, *Build Job* is set to *Off.*

☞ ***HINT:*** *To save time use the Build Job Screen instead of the control panel to programme each page.*

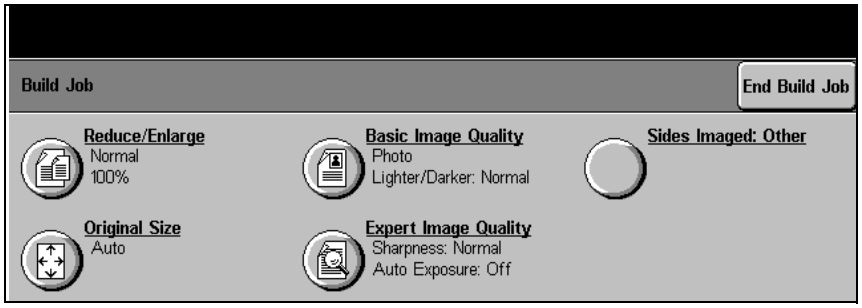
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- Split the documents into sections for individual programming.
- Select **[Build Job]** and then **[On]**.
- Programme the job requirements for the first section of the job.
- Load only the first section in to the document feeder or place the document on the glass.
- Select **[Start]**.



NOTE: If more than a quantity of 1 has been selected, the machine, depending on the features programmed, will copy 1 set of each section. The remaining sets will be copied at the end of the job.

- When the first section has finished scanning remove the originals.
- From the **[Build Job]** screen make selections for the next section of the job and select **[Start]**.
- Repeat the steps above for each selection of the job.
- After the last section has been scanned, select **[End Build Job]** to indicate that the job has been completed. The machine will complete the quantity selected.



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NOTE: *Inserts* or *Interrupt* cannot be used with *Build Job.* The *Build Job 2 Sided* selection will only copy Portrait documents in *Head to Head* or *Head to Toe* orientation.

☞ ***HINT:*** *If a memory fault occurs, it is advisable to reduce the number of originals from 50 to 40. The number of originals that can be scanned depends on the complexity of the document being scanned.*

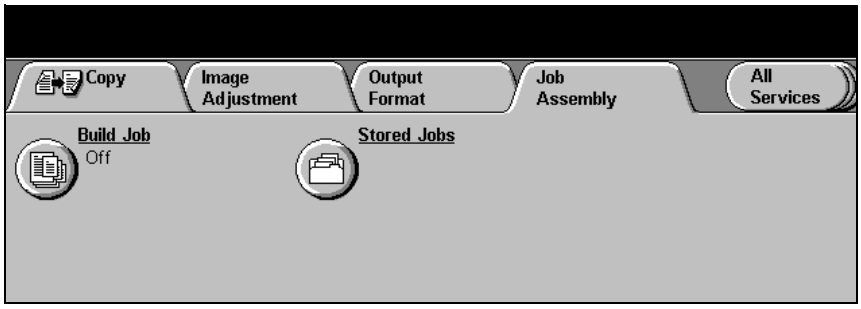
Stored Jobs

Up to 8 combinations of feature selections can be retained in the machine memory as stored jobs. The machine stores only the programming for the job, *not* the image. Each time a stored job is used, the image must be scanned. The Stored Job touch screen displays a list of all stored jobs.

Stored jobs are set to Off as the default. Contact the Key Operator to change this feature to On.

To store a job

- Programme the job features.
- Select **[Added Features]**.
- Select **[Job Assembly]**.
- Select **[Stored Job**].



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- If required, use the scroll arrows to select an empty job in the Store Job list.



- Select **[Store]**.
- Using the keypad on the touch screen enter a name for the job.
- If additional characters are required select **[More Characters]**. *If an incorrect entry is made, select the ← button to backspace.*
- Select **[Save]** to store the name or **[Cancel]** to exit.



- The job will appear in the Job List.
- Select **[Close]**.



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To retrieve a stored job

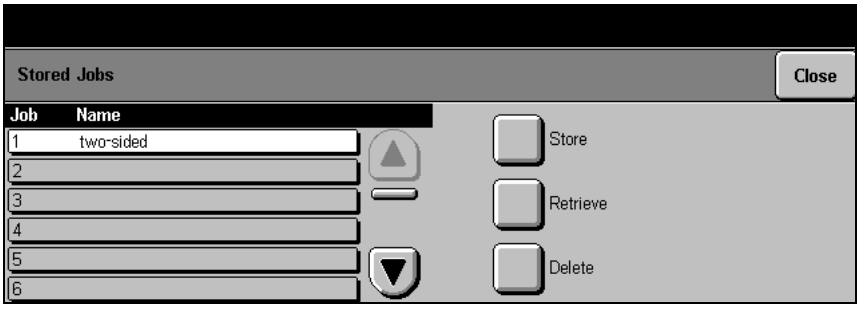
- Select **[Added Features]** and then **[Job Assembly]**.
- Select **[Stored Job]**.
- Select the required job in the list and select **[Retrieve]**.

A confirmation message will be displayed in the message area.

- Select [**Close]**.

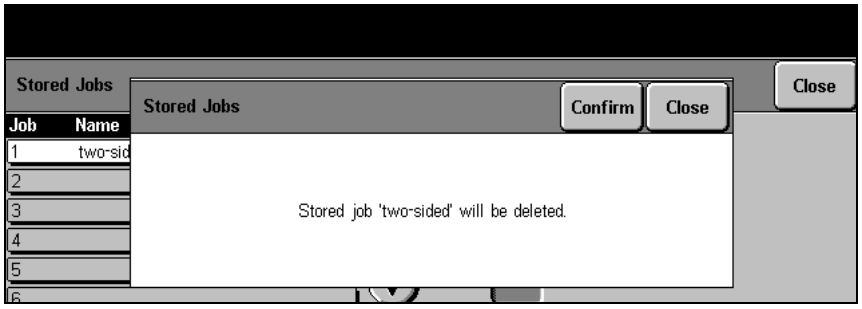
Review the programming or change any of the options before selecting **[Start]**. Any changes will not be saved on completion of the job.

- Load the documents and select **[Start]**.



To delete a stored job

- Select **[Added Features]** and then **[Job Assembly]**.
- Select **[Stored Job]**.
- Select the required job in the list then select **[Delete]**.
- In the pop-up window select **[Confirm]** to delete or **[Close]** to cancel.
- The job will be deleted from the *Job List*.



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Managing Copy Jobs

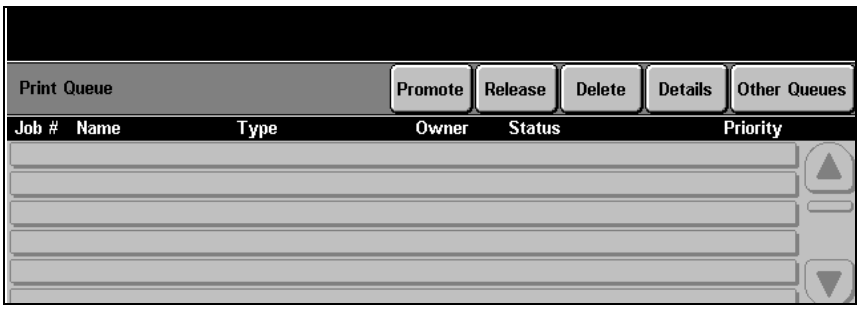
Quick Pathway

- **Select [Job Status] on the control panel.**
- **The *Print Queue* will be displayed.**
- **To display the *Completed Print Job Queue* select [Other Queues] and [Completed Print Jobs Queue].**

Job management can be carried out on each individual job contained within the *Print Queue*. The *Print Queue* maintains all pending and active jobs that are to be printed (Paused jobs are considered active jobs). These include network print jobs, Fax print jobs, report jobs and copy jobs.

Print Queue

The *Print Queue* can hold approximately 500 jobs at one time. Jobs are placed in the queue according to job priority and type. When full the queue will not accept any more jobs. As space becomes available new jobs will enter the queue.



Job # a number is assigned to identify each job.

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Name the name of the job. For copy jobs, a default name ‘local’ is used. For network print jobs and reports, the name of the file is used. For faxes received, the name is typically the remote fax ID number.

NOTE: Depending on the Third Party Server, different entries might be displayed for Server Fax jobs.

Type the type of job. For example, Copy, Fax, Print or Proof Print.

NOTE: Server Fax print jobs will be reported as *Fax Receive*

Owner if this feature is enabled the column will show the name of the person who submitted the job. For walk-up jobs, the default name displayed is local. For Embedded Fax jobs, no owner name is displayed. For Server Fax jobs, an owner name will be displayed. For LAN Fax jobs it will be the person who submitted the job.

Status information about the progress of a job, such as printing, scanning, formatting.

Priority identifies the printing priority assigned to the job type.

Use the toolbar across the top of the *Print Queue* to manage jobs. When a toolbar button is selected a pop-up window is displayed. Select *Confirm* or *Cancel* to complete the requested action.

Promote moves a job ahead of all other jobs that have the same status and priority. Only jobs with a Pending or Held status can be promoted. If more than one job with the same priority is promoted, the jobs will be arranged in first-in, first-out order. Jobs can be promoted at any time.

NOTE: It is recommended that jobs are only promoted in an emergency.

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Release removes the selected job from memory and completes it as instructed. Jobs are held due to missing resources. For example, embedded fax, print, sample set, delayed print and secure print jobs.

Embedded Fax jobs can be labelled as Held due to incorrect paper size (the paper size required is not available). Releasing a fax job forces the machine to print the fax on any available paper, which might require a reduction or other modification. It is held in memory until the problem is resolved.

A password is required to release a Secure Print job. Each user sets his or her password(s) at the network user application driver. Different passwords for each job, or one password for all jobs can be set. Other jobs in the queue bypass this job and are completed.

After a problem has been resolved, or when the held job is ready to print, select the job and select *Release*.

Delete deletes the selected job from the Print Queue. After the job is deleted, all of the resources allocated to that job are also released. In an open system (no access control), any job can be deleted by any user. If an active job is deleted, it stops printing immediately and is placed in the *Completed Print Jobs Queue*, where it is listed as Cancelled by User. If a pending job is deleted, it is removed from the *Print Queue* and is placed in the *Completed Print Jobs Queue*, where it is listed as a cancelled job.

NOTE: Only the owner of a job should delete the job.

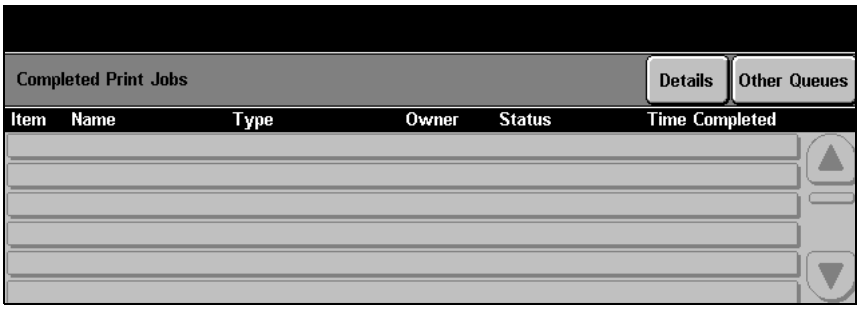
Details displays additional programming information about the jobs in the *Print Queue*. For held jobs, the Details screen includes information about how to release the job.

Other Queues displays the other job queues available.

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Completed Print Jobs Queue

Maintains completed print jobs including Server Fax (received) jobs. Jobs are considered complete when they are successfully printed, or terminated due to user request or a fault. The queue contains the last 50 completed print jobs. Jobs are maintained on a first-in, first-out basis and organised in order of completion.



Use the scroll buttons to move through the jobs in the queue.

Item the number in sequence for the job.

Name the name of the document or the remote terminal.

Type the type of job, for example Copy.

Owner the creator of the job. For print jobs, this is the person who submitted the job.

Status information about the progress of the completed job. This includes completed jobs, faulted jobs, jobs cancelled by users and jobs cancelled by the system.

Time completed the time and date when the job entered the queue.

Use the toolbar across the top of the *Completed Print Jobs Queue* to manage jobs.

Details displays additional information about the jobs in the queue.

Other Queues displays the other job queues available.

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4 Fax

Sending and receiving a facsimile (fax) is an optional feature on the Document Centre *440/432/425*.

Please refer to the following for more information.

Embedded Fax Walk up fax on the Document Centre provided by a built-in (embedded) fax device within the machine. Users must select the Fax tab to access the Embedded Fax features.

Server Fax Walk up fax available on a Document Centre linked to a network. The document is scanned and then saved in a location from which a Third Party Server Fax collects and forwards it. Users must select the Fax tab to access the Server Fax features.

NOTE: Both Embedded Fax and Server Fax can be installed BUT only one can be enabled at any one time

NOTE: Restricted access can be applied to the Server Fax features. Please refer to *"Authentication Mode - Server Fax" on page 4-58* or contact the System Administrator for further information.

LAN Fax Allows PC clients to send faxes via a Document Centre 440/432/425. This is accessed via CentreWare software.

NOTE: LAN Fax and Server Fax cannot be installed at the same time.

For more information please refer to:

Embedded Fax - page 4-2

Server Fax - page 4-44

LAN Fax - page 4-62

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Embedded Fax Procedure

Quick Pathway

- **Load documents.**
- **Press [Features].**
- **If necessary select [All Services].**
- **Select [Fax].**
- **Select the features required.**

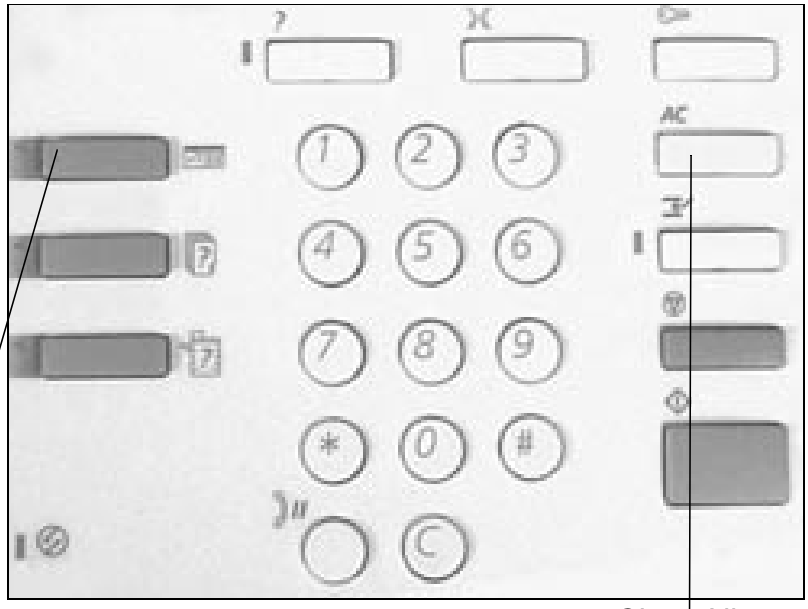
Please refer to the following steps on how to send a 'quick' fax from the Document Centre using the standard features available within Embedded Fax.

Sending a Fax using Embedded Fax

1. Select *Features*

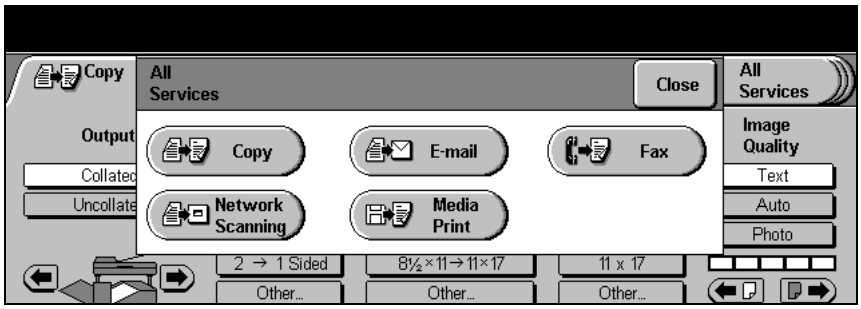
- If necessary select **[Features]** to display the feature modes.
- Select **[Clear All]** once to cancel any previous screen programming selections.

Selecting **[Clear All]** twice clears all the programming pathways and returns the machine to its default status.

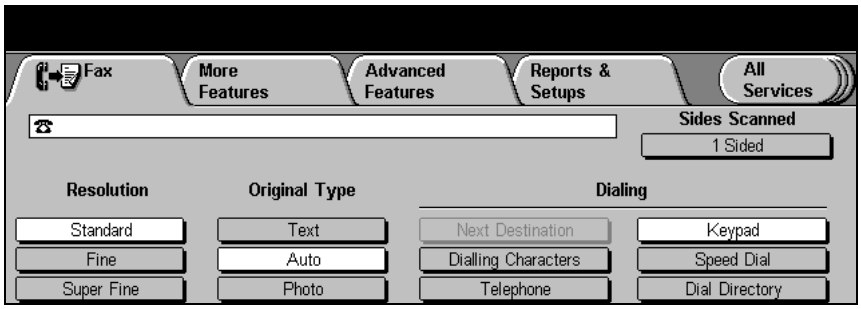


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- If necessary select **[All Services]**.
- Select **[Fax]**.



- The first *Fax* screen will be displayed.



2. Load the documents

- Load documents face up in to the Document Feeder or face down on the Document Glass.



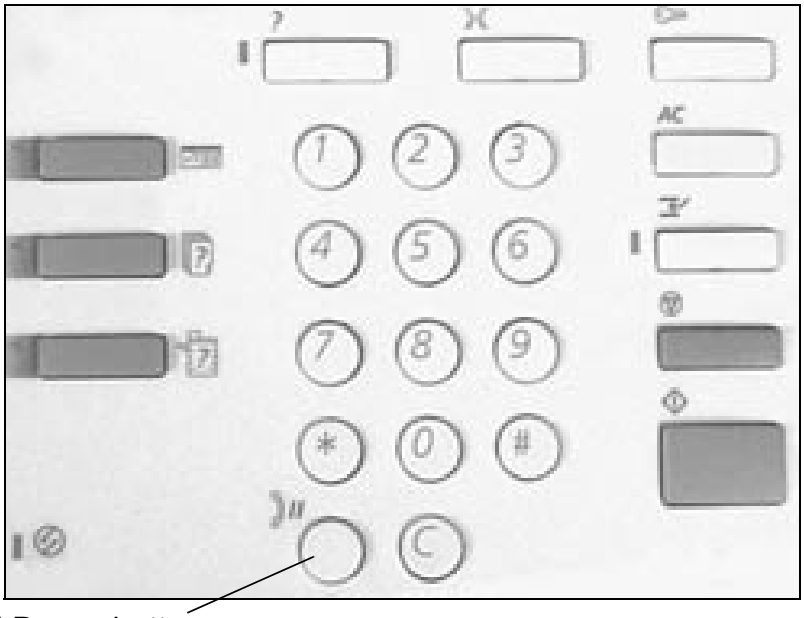
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3. Dial the number

- Using the numeric keypad, enter the fax number.

If a character is normally dialled before the telephone number, for example 9 for an outside line, a pause might need to be entered after this character - select **[Dial Pause]** *on the control panel before continuing to enter the fax number.*

NOTE: *Dial Pause* is displayed as a dash. When using manual dialling, the *Dial Pause* character is not required; instead wait for the outside line dial tone before proceeding.



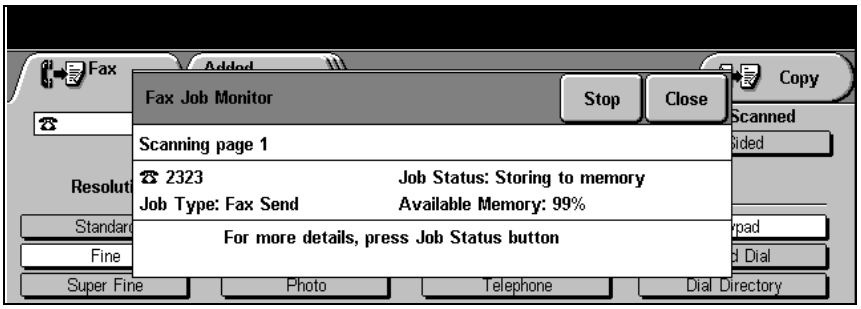
Dial Pause button

4. Select *Start*

- Select **[Start]**.

The Fax Job Monitor pop-up window will be displayed. This shows information about the fax job.

The *Document Centre* scans the images and places them in its memory.



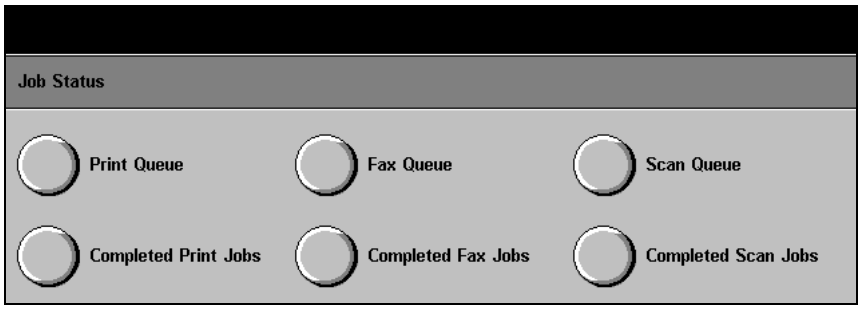
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The fax job enters the fax queue.

- Remove the documents.

If enabled, the machine will print a transmission report once the fax has been sent.

For more information about the job, select **[Job Status]**.



NOTE: Refer to *"Managing Fax Jobs" on page 4-63* for more detailed information.

To help identify the status when sending an embedded fax, the following symbols will appear in the right hand corner of the touch screen.

Fax Status

Document in Memory the machine contains one or more copy or fax jobs in memory.

Fax Error a communication error has occurred. Select *Job Status* and check the Fax Queue for details. The symbol disappears when any key on the control panel or any area on the touch screen is selected.

Fax on Line the machine has made a connection to the telephone line.

There may be two telephone lines available on the *DC440/432/425*, the number (**1** or **2**) displayed next to this symbol indicates the telephone line being used.

If there is a problem transmitting the fax, it will be recorded in the machine's Activity Report, available in the *Reports & Setups* tab and in the *Completed Fax Jobs List* in *Job Status*.

A status of Completed in the Fax Queue means the fax has been received, but it does not mean it has been printed.

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The standard memory in the fax machine is 10 megabytes. When memory fills up, the *DC440/432/425* switches to Immediate Send Mode. In this case, the image from each page is immediately transmitted and then deleted to make room for the next page.

NOTE: If *Immediate Send Mode* is in use and the fax documents exceed the available memory on the transmitting machine, a message will be displayed “delete the job or select *Resume* to send documents already scanned”. If resume is selected another message will appear on completion advising the job be resent when more memory is available. With either option it is recommended that the job be resent when more memory is available. To obtain more memory on the machine, reduce the resolution or send the job in text mode.

The Fax Transmission report contains information about the job and a reduced image of the first page in the set of documents. In Immediate Send Mode, the confirmation page contains the information and page numbers as usual, but it does not contain the reduced image of the first page.

NOTE: If an error is detected, a message is displayed on the touch screen. Correct the error and proceed.

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Standard Features - Embedded Fax

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select [Fax].**
- **Select the features available on the first *Fax* screen.**

The first Fax screen offers access to the features required to send a fax. For more information about the features available refer to the following:

Resolution - page 4-7

Original Type - page 4-8

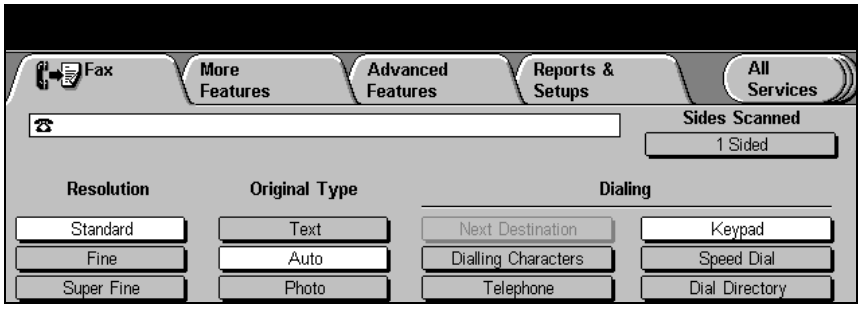
Sides Scanned - page 4-9

Dialling - page 4-10

NOTE: Embedded Fax and Server Fax can be installed on the Document Centre but only one option can be enabled at one time.

Resolution

The resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution yields better quality for photos. A lower resolution reduces communication time.



Standard (200 x 100 dpi) recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

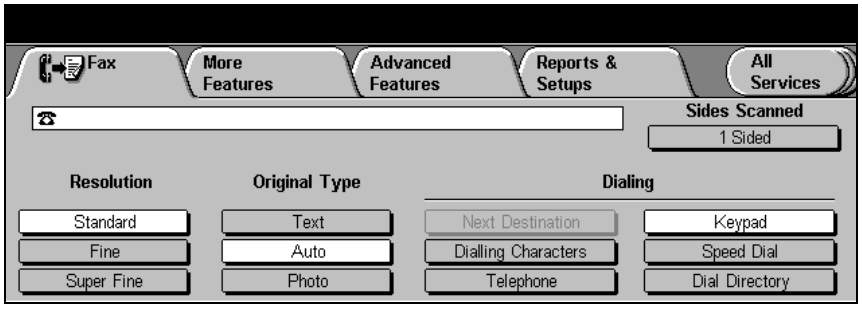
Fine (200 x 200 dpi) recommended for line art. It produces output with a resolution between super fine and standard. This is the default resolution and the best choice in most cases.

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Super Fine (400 x 400 dpi) recommended for photos and halftones, or images that have grey tones. It requires more communication time, but produces the best image quality.

Original Type

Use this feature to identify the type of document being scanned for transmission.



Text use this setting for text, line art and documents with large solid areas. It produces sharp text images, but might reduce the quality of halftone or photographic images. This is the factory default setting.

Auto senses the image and automatically selects the best text or photo option. Use this setting for combinations of text and photos, or text and graphics.

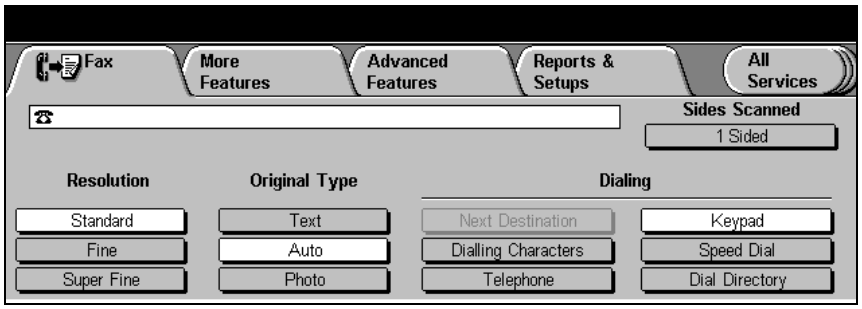
Photo use this setting for photographs and images that have a continuous tone. However, it might reduce the sharpness of the text.

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Sides Scanned

This is used to specify whether the documents are single-sided or double-sided and in some instances, the orientation is also required.

- Select **[Sides Scanned]** to access the options available.



The following options are available:

1 Sided each document is single-sided.

2 Sided each document is double-sided.

1, 2,....2, 2 the first page of the set of documents is single-sided and the rest of the document is double-sided.

If the document is double-sided, specify the type of document.

- *Portrait* or *Landscape*
- *Head to Head* or *Head to Toe*

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Dialling

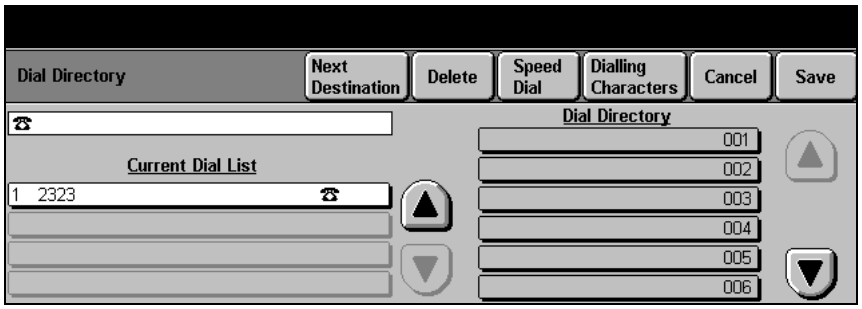
Refer to the following pages for information about the Dialling options.

Next Destination

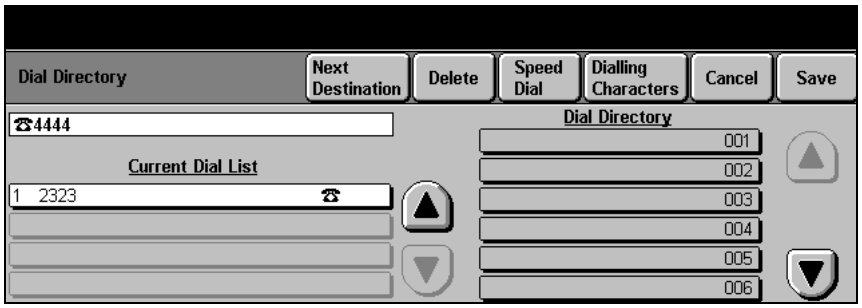
Use this feature to send a fax to more than one location.

Speed dial numbers, full numbers, group numbers, or a mixture, up to a maximum of 50 entries and 249 destinations (200 via speed dial numbers and 49 via full dial numbers) can be entered.

- Enter the first fax number (using the keypad, speed dial etc)
- Select **[Next Destination]** - the touch screen displays the Dial Directory

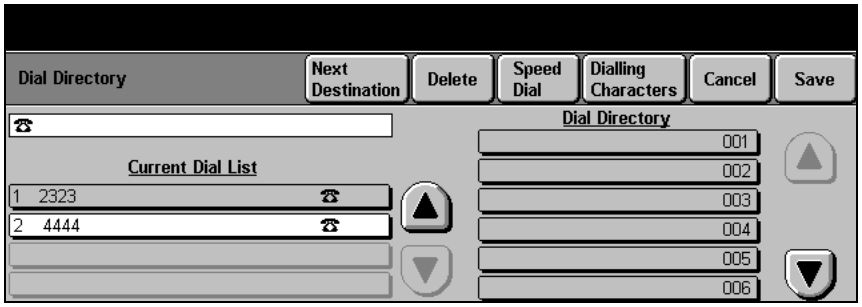


- Enter the next fax number. *A maximum of 50 numbers can be entered using Next Destination.*



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- Select **[Next Destination]**. The number appears in the list.
- Repeat steps 3 and 4 until all the numbers have been entered.
- Select **[Save]**.



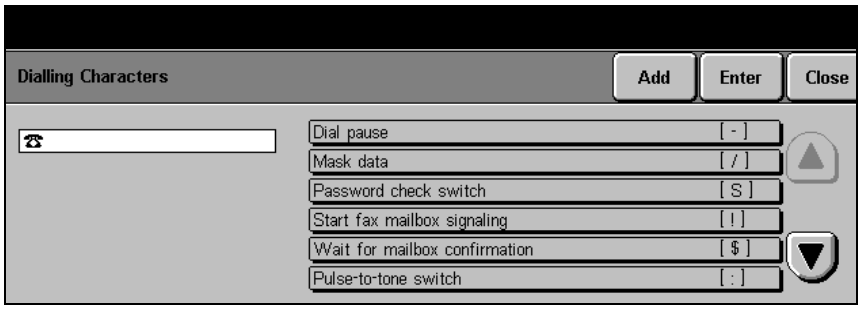
NOTE: If entering more than 50 numbers, the message *Input limit exceeded* is displayed and the additional numbers are ignored.

HINT: To cancel the job and all selected destinations, select Stop.

Dialling Characters

Dialling characters are special characters that are used for entering fax numbers. Some characters are used only when auto dialling, such as**:**, **!**, */*, **-** and **=**. Dialling characters are entered as part of the fax number. As Dial Pause [-] is so commonly used, it is available as a button on the control panel and also in the list of Dialling Characters.

- Select the character required.
- Select **[Add]**.
- Repeat the above steps for each character.
- Select **[Enter]** to exit.


Dialling Characters
Add
Enter
Close
Dial pause [-]
Mask data [/]
Password check switch [S]
Start fax mailbox signaling [!]
Wait for mailbox confirmation [$]
Pulse-to-tone switch [:]

Depending on the setup of the telephone and communication lines, some or all of the following characters will need to be used.

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Dial pause [-] to pause between numbers. This pause gives the *DC440/432/425* time to switch from an inside line to an outside line during automatic dialling. This is similar to using a telephone, except dial pause is automatically entered when 9 (or another designated number) is dialled to get an outside line. On the *Document Centre*, Dial Pause is displayed as a dash; for example, 9-1234567. For additional pause time, add multiple pauses. However, do not add pauses unless a delay is expected. If using charge code numbers, enter a pause after the fax number, but before the charge code numbers, to ensure that the telephone line is ready to accept the numbers.

Mask data [/] to protect confidential information. Select the forward slash key (/) before entering confidential numbers. After entering the last confidential number, select the slash key (/) again to turn off *Mask Data*. The characters or numbers entered between the slash (/) characters are displayed as asterisks (*). Select **[Enter]** after each entry. The placement of the masked data varies depending on the data being masked.

Password check switch [S] for remote terminal identification. This character verifies that the correct number has been dialled, which is very important if sending a confidential document. A password is required before transmission to a remote machine. For example, 1234567S4567 (where as 1234567 is the telephone number and 4567 after the S is the password) instructs the machine to check for validity, which is also known as Secure Send. The machine does not dial any number after the S, which is the ID number.

Start fax mailbox signalling [!] to pause regular fax dialling and start Dual Tone Multi-Frequency (DTMF) procedures for the fax mailbox.

Wait for mailbox confirmation[$] to wait for confirmation that the fax has changed from normal fax signalling to mailbox signalling.

Pulse-to-tone switch [:] to switch from pulse dialling to DTMF (tone or touch-tone) dialling. After switching from pulse to tone, you cannot switch back to the original mode during the fax operation. For example, use pulse mode to make the connection and tone

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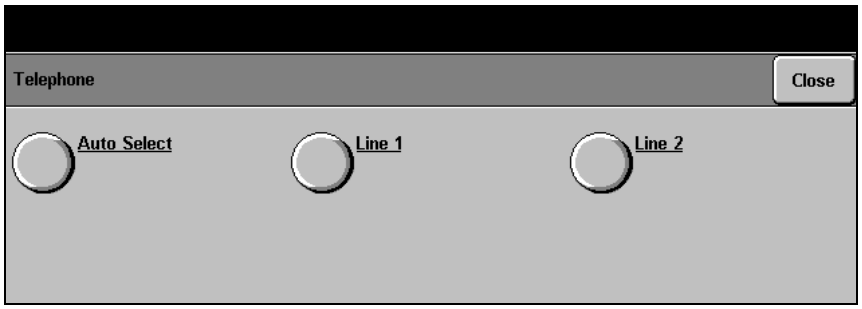
mode to access a mailbox. This is similar to a telephone response system. Dial the number and wait for instructions. After the call is answered and the greeting is heard, users are prompted to select 1 (or some other designated character) if you are calling from a touch-tone phone. When the designated character is selected, the system switches from pulse to tone.

Wait for network tone detection [=] to suspend dialling until an expected network tone is detected. Or it can be used to detect a specific tone when accessing an outside line or other services.

Local ID [+] character check [+] required as part of some international telephone numbers (in place of 00).

Local ID [space] character check [ ] to improve readability. For example, adding spaces to a telephone number as 1 234 5678 instead of 12345678.

Telephone



Manual, or On-hook, dialling is like using a telephone, except a handset is not available. When using the Telephone option a dial tone will be heard if the Line Monitor has been enabled by the Key Operator.

If the two telephone lines are available a Telephone option window will be displayed offering the following features:

Auto Select with this option the system will automatically select an available telephone line. Line 1 is checked first, if this is not available, Line 2 is used.

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Line 1 select this option if Line 1 is required.

Line 2 select this option if Line 2 is required.

After selecting one of the above options, or if only one telephone line is available, select *Send* or *Receive* to tell the machine the type of job. Enter the phone number and select *Start*.

NOTE: When both fax lines are installed but one is set to receive only, port (line) designation is not available. The selection of <1> or <2> will not be available in the dialling characters list.

The *DC440/432/425* does not have a handset connected. It is On-hook as indicated on the touch screen. If an external telephone is connected, the machine will indicate Off-hook when the handset is lifted from the telephone. If the recipient of the fax does not have a dedicated telephone line, use manual dialling.

Use the following options to dial a fax number manually:

Send used to send a fax.

Mask Data used to enter the fax number that contains confidential numbers, for example a credit card number.

Receive to receive a fax.

Pulse-to-Tone to switch between pulse and touch-tone dialling.

Valid pulse mode, dialling characters are numbers 1 through 9 and 0. Valid tone or Dual Tone Multi-Frequency (DTMF) mode characters are numbers 1 through 9, 0, * and #.

Dialling characters are different from the alphabet characters on the dialling keypad. They are available only through a special character keypad. Select the special character keypad from the touch screen.

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Keypad

The keypad corresponds to the control panel telephone keypad buttons.

Speed Dial

Entering a telephone number into the dial directory automatically establishes it as a speed dial number, a short-cut version for quick dialling. Instead of entering the entire number, simply select *Speed Dial* and enter the three-digit speed dial number. For information about setting up the Dial Directory refer to *"Dial Directory" on page 4-16*.

Select this button	Enter this data	Results
Speed Dial	123	To dial the fax number assigned to speed dial number 123.
Speed Dial	12*	To dial a continuous block of numbers. For example, if the members of the Sales Department are assigned numbers beginning with 12, the * acts as a wildcard and selects numbers 0–9. The fax is sent to speed dial numbers 120–129.
Speed Dial	***	To dial all speed dial numbers. The * acts as a wildcard and selects all numbers.
Speed Dial	#01	To dial group number 01.



HINT: *To save time print the Dial Directory and display it near the machine.*

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Dial Directory

The Dial Directory contains frequently used fax numbers. It also contains *Speed Dial* and *Group Dial* numbers. Names and numbers can be added to the Dial Directory by using *Dial Directory Setup* on the *Reports & Setups* tab. Refer to *"Dial Directory Setup" on page 4-37* for more information.

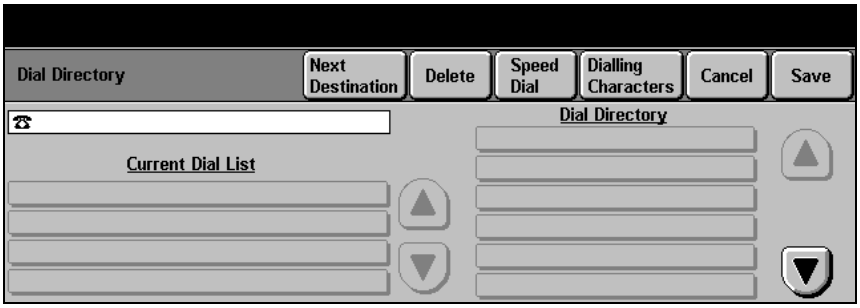
When a name is selected from the list, the *DC440/432/425* automatically enters the corresponding number or group of numbers. Speed Dial numbers are at the beginning of the list and Group Dial numbers are at the end.

Use the Speed Dial button to quickly jump to a location in the Dial Directory. For example, to jump from number 5 to 150, select *Speed Dial* and enter 150. *Speed Dial* can be accessed from any of the fax screens. Use the scroll buttons to move through the speed dial numbers and groups in the *Dial Directory*.

The *Current Dial List* displays the list of telephone numbers that the fax will be sent to.

To add numbers to the Current Dial List:

- Select the number from the Dial Directory list and select **[Next Destination].**
- Select the next number to be added to the list and select **[Next Destination]**.
- Repeat the above steps until all of the numbers added are displayed in the *Current Dial List.* A maximum of 50 numbers can be added.



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To delete numbers from the *Current Dial List*, select *Delete*. (The machine automatically selects the last number). Numbers cannot be deleted out of order; always start with the last number on the list.

Each speed dial fax number can have a specific setup and cover letter. More than one number can be selected if sending a fax to more than one recipient. The Dial Directory can store a maximum of 200 numbers. Each speed dial telephone number can contain a maximum of 39 characters (digits, spaces, and pauses).

In addition, a telephone number from the dialling keypad can also be entered. Use this is an alternative to selecting a speed dial number from the dial directory. Up to 120 digits or special characters can be entered using this method.

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More Features - Embedded Fax

Quick Pathway

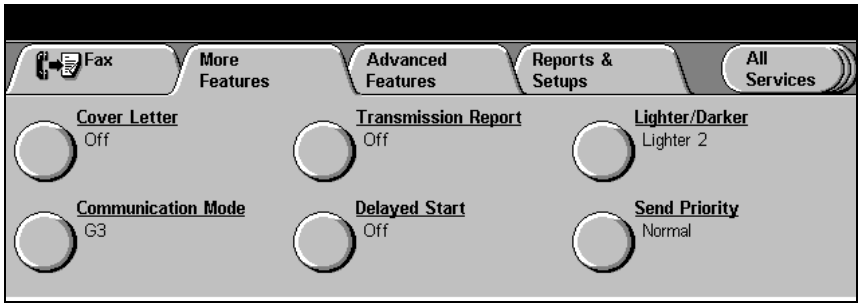
- **Select [Features] button on the control panel.**
- **If necessary select [Fax].**
- **Select [More Features].**

When the *More Features* tab is selected additional tabs are displayed. For more information please refer to:

Advanced Features - page 4-24

Reports and Setups - page 4-34

NOTE: If Fax is the default screen this tab will be called Added Features. On selection it will change to More Features.



This tab contains specific features to modify a fax. For more information about the features available refer to the following:

Cover Letter - page 4-19

Transmission Report - page 4-20

Lighter/Darker - page 4-20

Communications Mode - page 4-21

Delayed Start - page 4-22

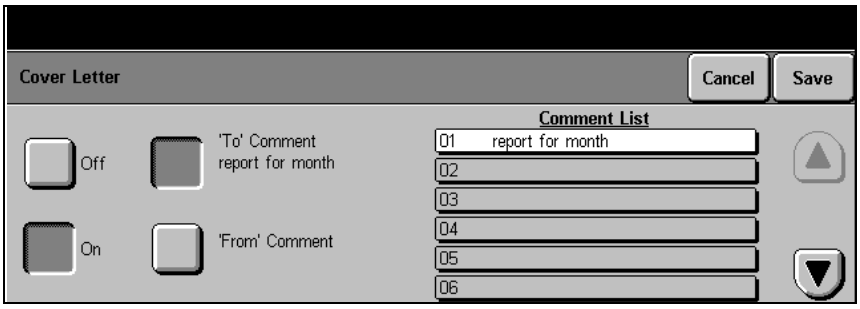
Send Priority - page 4-23

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Cover Letter (Cover Page)

Use this feature to automatically generate a Cover Letter for an out-going fax.

- Select [**More Features]** and then **[Cover Letter]**.
- Select **[On]**. The **[Comment List]** will be displayed.
- Select **[To Comment]** and select the recipients name from the list. The name appears under *To Comment.*
- Select **[From Comment]** and then the senders name from the list. The name appears under the *From Comment.*
- Select **[Save]**.



The Cover Letter contains the following information.

NOTE: Except for the *To* and *From* comments, the following are automatically inserted. Refer to *"Comment Setup" on page 4-42* for information about setting up a comment.

- A Fax cover letter title.
- The name or telephone number of the remote terminal. (If the fax number has been entered manually instead of using the Dial Directory, the first line of the *To* comment is blank.)
- The *To* comment (recipient's name).
- The local name.
- The *From* comment (sender's name).
- The telephone number for the local, or sending, terminal.
- The number of pages, not including the cover page.

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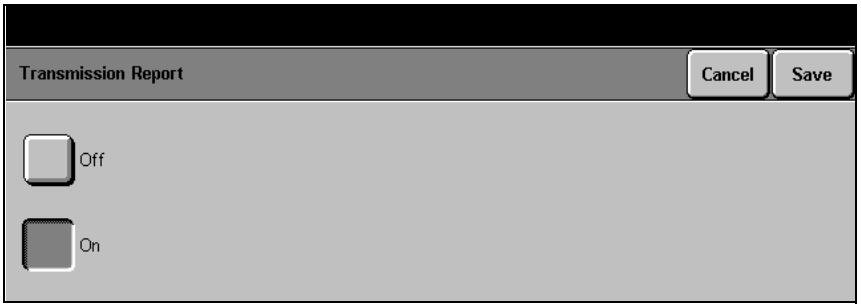
- The date (month, day and year) and time (hours and minutes).

Transmission Report

When selected, this feature prints a confirmation of the transmission for each fax sent from the machine. The transmission report contains details about the fax and a reduced copy of the image from the first page of the fax.

When sending a fax to multiple recipients (broadcast), one transmission report will be printed listing all of the recipients.

- Load the document.
- Select **[More Features]**.
- Select **[Transmission Report]**.
- Select **[On]**.
- Select **[Save]** and then **[Start]**.



Lighter/Darker

Adjusts the image quality of the document being scanned for fax transmissions.

- Load the document.
- Select **[More Features]**.
- Select **[Lighter/Darker]**.
- Use the scroll bars to increase or decrease the image adjustment.
- Select **[Save]** and select [**Start]**.



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Communication Mode

On the *DC440/432/425* this feature allows selection of the communication mode used for transmission to a remote fax machine.

- Load the document.
- Select **[More Features]**.
- Select **[Communications Mode]**.
- Select the required option.
- Select **[Save]** and then **[Start]**.



The following options are available:

Super G3 determines the communication mode to be used based on the maximum capabilities of the remote fax machine. This mode minimises data transmission errors by using Error Correction Mode (ECM). Initial communication speed will be 33,600 Bits Per Second (bps).

G3 selects the communication mode based on the maximum capabilities of the remote fax machine. Initial communication speed will be 14,400 bps. ECM is also used with this option.

Forced 4800 bps used in areas of low-quality communication, or when experiencing telephone noise, or when fax communications are susceptible to errors. To minimise errors, set the *DC440/432/425* to run at a communication mode of 4800. This mode is slower, but it is less susceptible to errors.

In some regional areas, the use of the Communication Mode/ Forced 4800 bps feature is restricted.

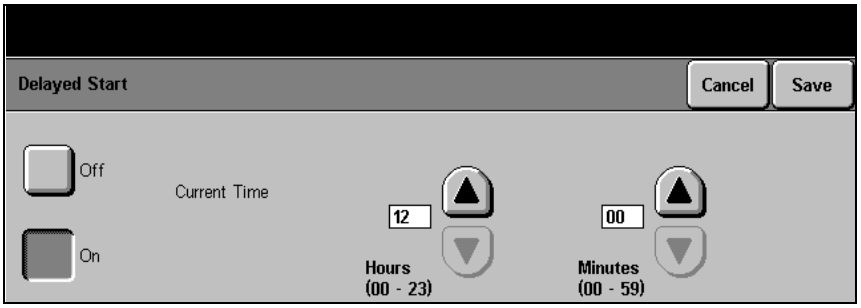
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Delayed Start

Delayed Start is mainly used to transmit faxes during off-peak hours when telephone charges are lower or when sending to another country/time zone.

Use Delayed Start, to transmit a document to a single destination, or use a broadcast send or polling operation. Up to 100 delayed send jobs can be programmed at one time, depending on the size of the documents and the available memory. Only one delayed poll can be saved at a time. Use the Fax Job Monitor feature to check the available memory.

- Load the document.
- Select **[More Features]**.
- Select **[Delayed Start].**
- Select **[ON]** - the Delayed Start screen will be displayed.
- Use the up/down scroll arrows to indicate the hour and minutes when you would like the fax to be transmitted.
- Select **[Save]** and then **[Start]**.



NOTE: If a power outage occurs, all pending delay start jobs will be queued to start immediately once power is restored.

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Send Priority

Use this feature to choose either a high or normal priority for a fax job. If *Normal* is selected the job will not be sent until all the high priority jobs have been sent.

NOTE: *Send Priority* can be used with Delayed Start.

- Select **[More Features]**.
- Select **[Send Priority]**.
- Select either **[Normal]** or **[High]**.
- Select **[Save]**.



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Advanced Features - Embedded Fax

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select [Fax].**
- **Select [More Features].**
- **Select [Advanced Features].**

The Advanced Features tab offers additional programming features that can be applied when sending a fax. For more information about the features available refer to the following:

Build Job - page 4-25

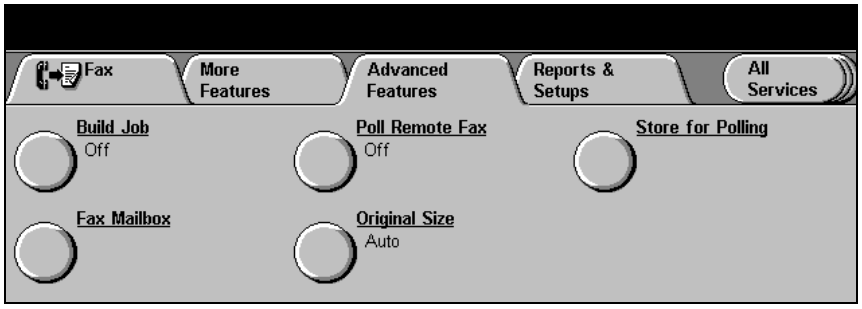
Poll Remote Fax - page 4-26

Store for Polling - page 4-27

Fax Mailbox - page 4-29

Original Size - page 4-33

- Select **[More Features]**.
- Select **[Advanced Features]** the options available will be displayed.

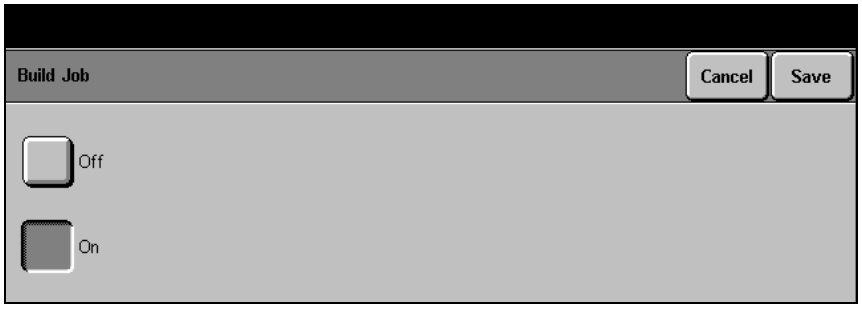


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Build Job

Use *Build Job* when both the Document Feeder and the Document Glass are required within the same job, or if different programming selections are required for pages or sections of the job.

- Load the first section of the document set.
- Select the features for the first part of the job.
- Select **[Build Job]** and then **[On]**.
- Select **[Start]** - the documents will be scanned.



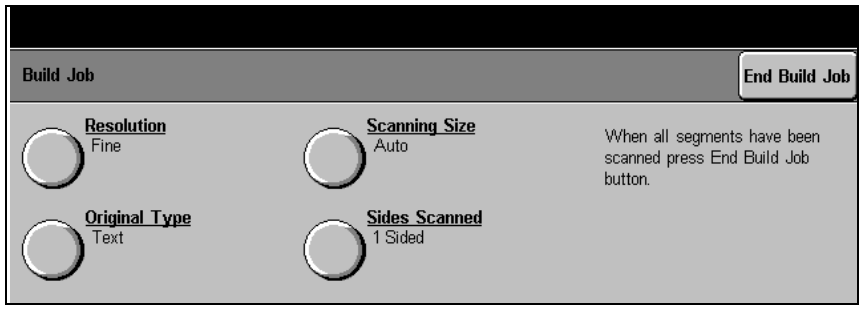
The **[Build Job]** feature selection screen will appear on the touch screen.

- Make any programming changes for the next section.
- Load the documents and select **[Start]**.

Repeat the above steps until all the sections of the document set have been scanned in.

- Select **[End Build Job]** when the last section of the job has been scanned in. The job will be faxed.

If the machine reaches a low memory level during a build job operation, the job will be cancelled.



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NOTE: *Build Job* cannot be used with *Poll Remote Fax*, or if the Telephone button has been selected. Also, *Interrupt, Clear All, Access, Features, Job Status* and *Machine Status* will not be available when *Build Job* is in use.

Poll Remote Fax

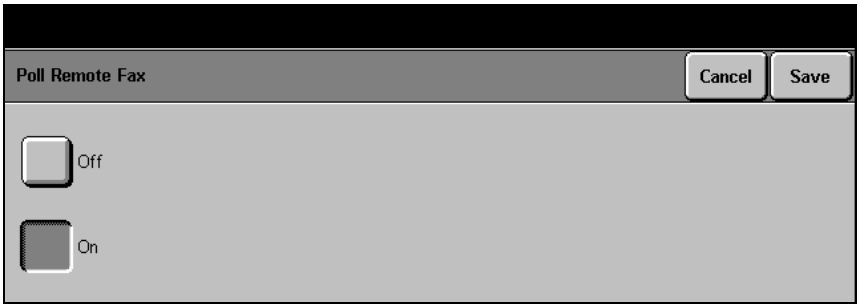
Polling means retrieving a document from a remote machine. The *DC440/432/425* offers several types of polling. Each method prompts specific selections. If the *DC440/432/425* does not connect with the remote machine when polling, it redials the number. However, if it does connect and then the transmission fails, it does not redial the number. If this happens start the job again. After the telephone connection is made, the polled fax job appears in the Fax Job Queue in Job Status.

Polling retrieving a document from a remote fax machine.

Delayed polling retrieving a document at a programmed time. Only one delayed polling job is allowed at one time.

DTMF Mailbox Polling retrieving a document from a mailbox in a remote machine. If the remote fax is a *DC440/432/425*, documents can be stored in a mailbox for polling.

- Select **[Poll Remote Fax]**.
- Select **[On]** and **[Save]**.
- On the *first Fax screen* enter the number of the remote fax machine.
- Select **[Start]**.



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Store for Polling

This feature stores documents in the *DC440/432/425* memory where they can be retrieved by a remote fax machine. Each time a store for polling job is started, the new documents are added to any documents already stored. There are two methods available:

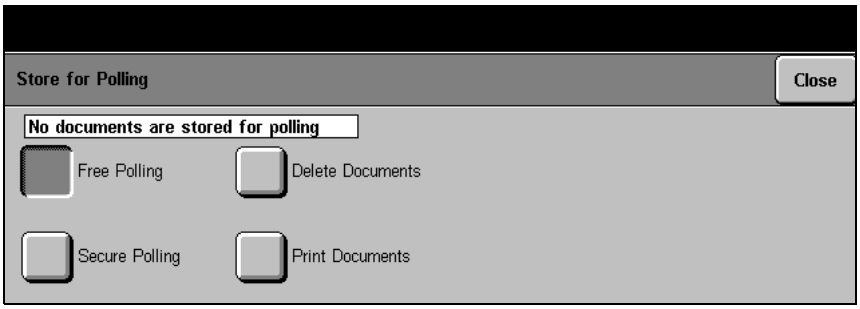
Free polling the document is immediately sent when polled. If documents are stored for secure polling and Store for free polling is selected, the polling passwords stored will be deleted. A confirmation pop-up window will be displayed.

Secure polling a password is required to retrieve the fax. The document is sent if the machine recognises the password used by the remote user. The *Document Centre* must identify the remote terminal ID number as one of the passwords previously registered. The machine checks the entire password and sends the document stored for polling if a match is successful.

NOTE: The *DC440/432/425* can hold 10 passwords of up to 20 numeric characters each.

Free Polling:

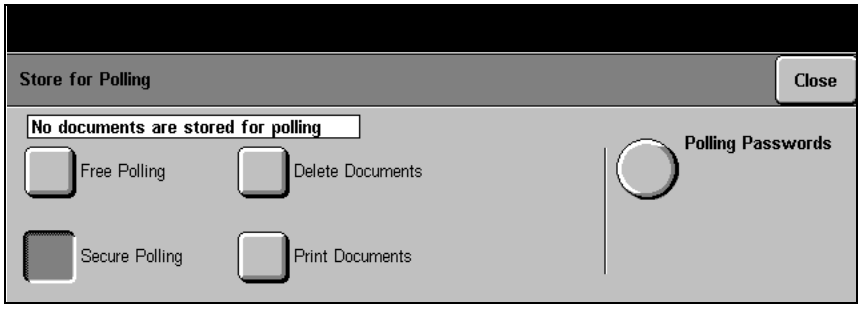
- Load the Document.
- Enter the fax number for the remote machine.
- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Store for Polling]**.
- Select **[Free Polling]** then **[Close]**.
- Select **[Start]**.



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Secure Polling:

- Load the document.
- Enter the fax number for the remote machine.
- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Store for Polling]**.
- Select **[Polling Passwords]** and select the password from the list and select **[Close]**.
- Select **[Start]**.

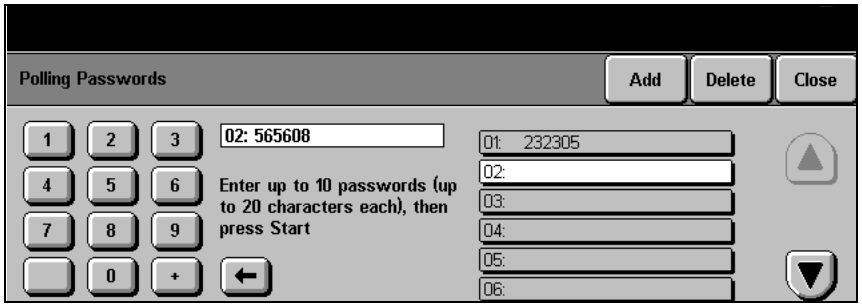


NOTE: If the *DC440/432/425's* memory is full when trying to store a document for secure polling, cancel the operation and try again later when more memory is available.

Polling Password Button

If there are no passwords in the list, use the following steps to create a password:

- Select **[Polling Password]**.
- If necessary, use the up/ down scroll arrows to select a blank location in the list.
- Use the pop-up keypad to enter the fax ID number (fax telephone number) of the remote machine that will be retrieving the document.
- Select **[Add]**.



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Delete documents

This option is used to delete all of the electronic fax documents stored for polling. Before deleting documents, a confirmation message will appear on the touch screen.

Print documents

Used to print the electronic documents stored for polling. If the *DC440/432/425* is configured by the Key Operator to delete the stored documents after they are printed, a confirmation message will appear confirming the request.



HINT: *Configuring the machine to delete the stored documents after printing saves memory.*

Fax Mailbox

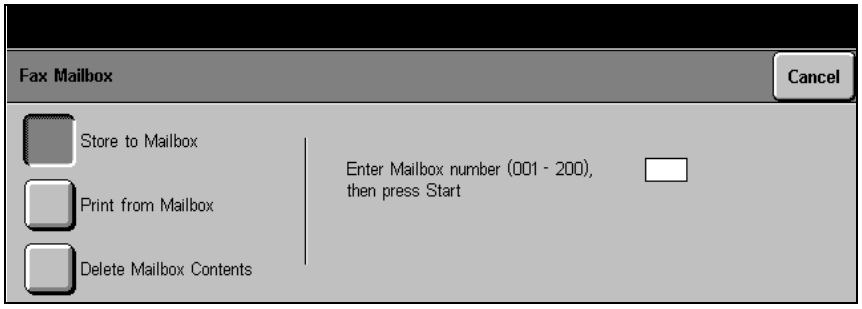
The Key Operator establishes mailboxes and passwords for the *DC440/432/425*. If an electronic mailbox is available, electronic fax documents can be stored, retrieved and deleted in the mailbox.

NOTE: There is no password restriction for storing documents in a mailbox.

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Store to Mailbox

- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Fax Mailbox]**.
- Select **[Store to Mailbox]**.
- Using the keypad on the control panel enter the mailbox number.
- Load the documents.
- Select **[Start]**.



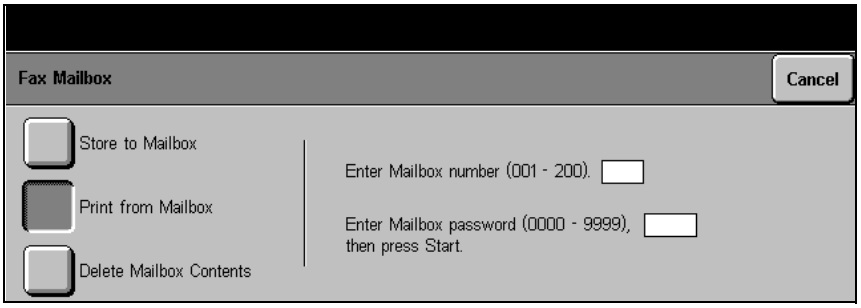
NOTE: Mailbox numbers are 3 digits from 001-200.

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Print from Mailbox

- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Fax Mailbox]**.
- Select **[Print from Mailbox]**.
- Using the keypad on the control panel enter the mailbox number.
- Using the keypad on the control panel enter the four-digit mailbox password (0000-9999). The password will be displayed as ****.
- Select **[Enter]**.

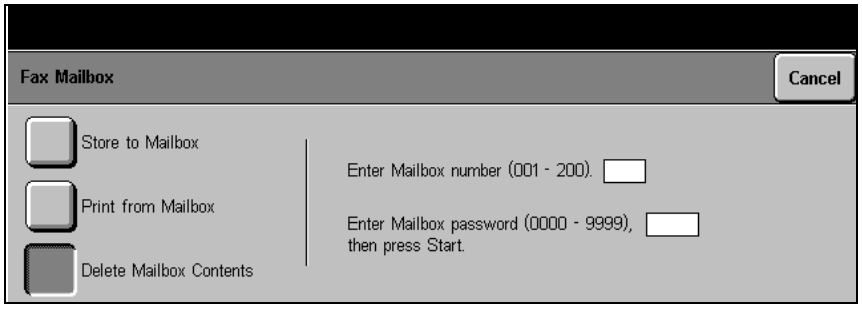
After the document is printed, it is deleted.



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Delete Mailbox Contents

- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Fax Mailbox]**.
- Select **[Delete Mailbox Contents]**.
- Using the keypad on the control panel enter the mailbox number.
- Using the keypad on the control panel enter the four-digit mailbox password (0000-9999). The password will be displayed as ****).
- Select **[Enter]**.



The *DC440/432/425* confirms deletion after the mailbox number and password have been entered.

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Original Size

The *Document Centre* can automatically sense mixed size originals. Use this feature to fax a set of mixed size documents using the Document Feeder.

- Load the documents face up in to the document feeder.
- Select **[More Features]**.
- Select **[Advanced Features]**.
- Select **[Original Size]**.
- Select **[Save]**.
- Select **[Start].**



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Reports & Setups - Embedded Fax

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select the [Fax].**
- **Select [More Features]**
- **Select [Reports & Setups].**

Use the Reports and Setups tab to print various reports, set up directories, store comments and other specifications. For more information about the features available refer to the following:

Fax Reports - page 4-35

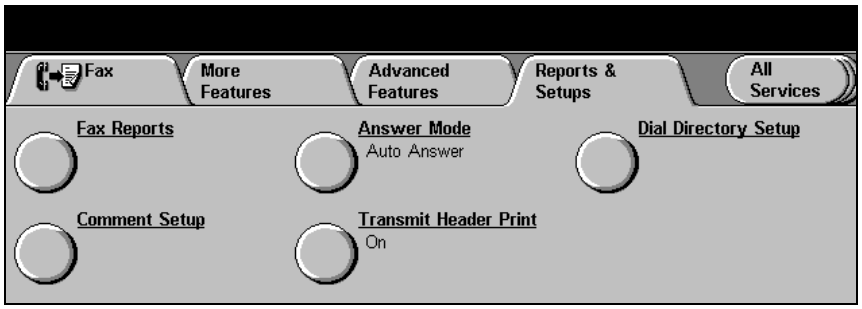
Answer Mode - page 4-36

Dial Directory Setup - page 4-37

Comment Setup - page 4-42

Transmit Header Print - page 4-43

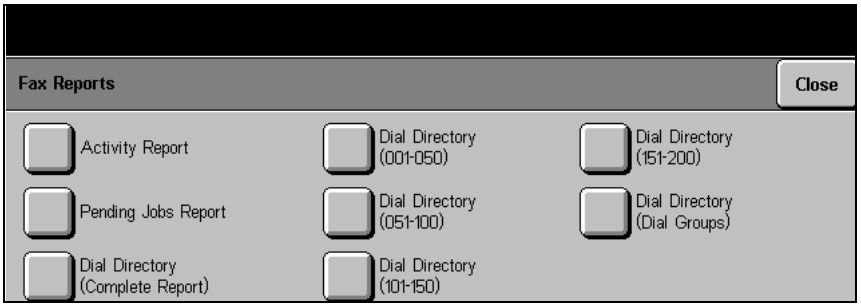
- Select **[More Features]**.
- Select **[Reports and Setups]**.



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Fax Reports

The following reports are available on the machine:



Fax Report Options

Activity Report contains information about the last 50 communications completed on the machine and can either manually or automatically print a report of the telephone line activity for both receiving and transmitting jobs. This report does not count the cover page as a transmitted page, but it does count the receipt of a cover page (if created by the machine) as a received page.

Pending Jobs Report contains information about the jobs still in memory. In addition, this report gives a percentage of available memory.

Dial Directory Report (Complete Report) provides information about the Dial Directory numbers. Print a complete report, or specific sections of the report (the first 50 numbers, 51–100, 101–150, 151–200, or Dial Groups).

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Answer Mode

There are two answering (or receiving) modes: Auto and Manual.

- Select **[Answer Mode]**.
- Select the option required.



Auto Answer the *DC440/432/425* automatically answers the telephone. The Key Operator can set the Auto Answer delay between 0 and 15 seconds. This depends on the way the machine is used. The delay gives recipients an opportunity to answer the telephone. After the programmed time delay (or immediately if it is set to 0), the machine automatically answers.

Manual Answer the *DC440/432/425* will not automatically answer. On answering the telephone and if a fax tone is heard, select *Receive* and *Start* to switch from the telephone to fax.

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Dial Directory Setup

The *DC440/432/425* enables programming of numbers for individuals and groups. Begin by programming individual numbers. Then, combine numbers that are to be included in a group.

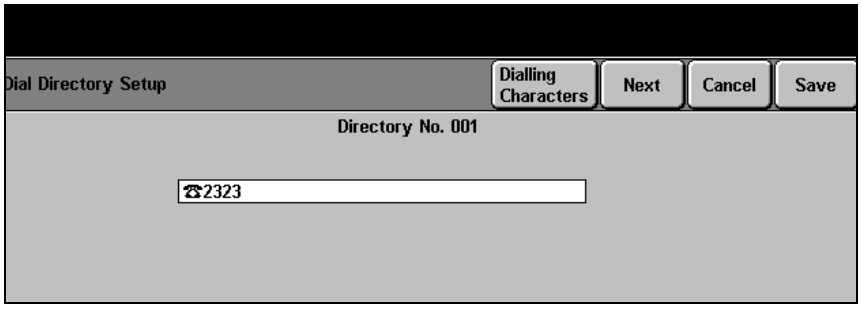
Individual

Use this feature to enter numbers in to the Dial Directory.

- Select **[More Features]**.
- Select **[Reports & Setups]**.
- Select **[Dial Directory Setup]**.
- Select **[Individual]**.
- Select a blank location in **[Dial Directory]**.
- Select **[Next]**.

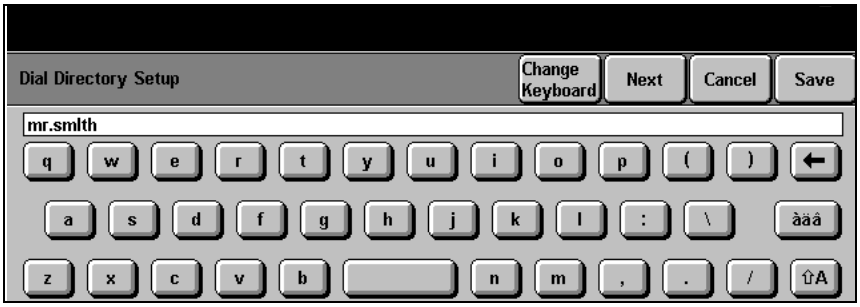


- Using the keypad on the control panel enter the fax telephone number for the individual.
- Select **[Next]**.

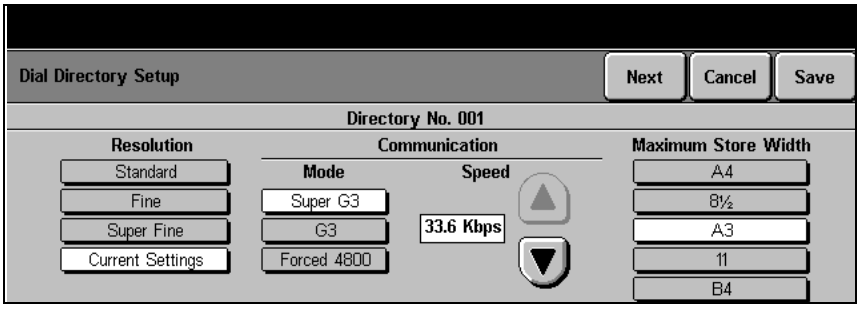


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- Use the soft keypad to enter the name of the recipient (up to 18 characters). *If an incorrect entry is made, select the ← button to backspace.*
- Select **[Next]**.



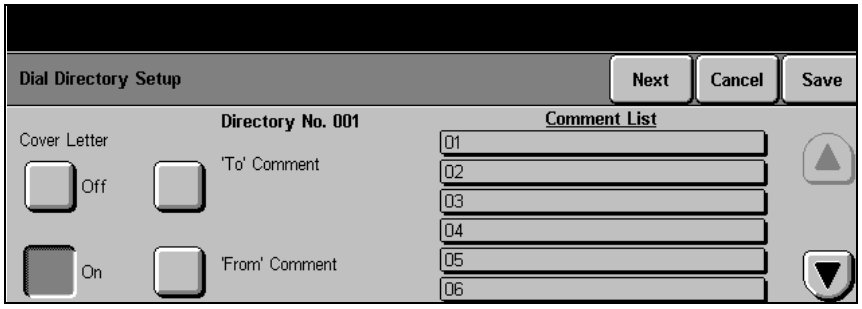
- Select the desired default settings for the faxes to be sent to this recipient *Resolution, Communication Mode* and *Maximum Storage Width*.
- Select **[Next]**.



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- The **[Cover Letter]** screen will appear.
- Select either **[On]** or **[Off]**. If **[Off]** is selected, Select **[Next]**.
- If **[On]** is selected select the *'To' Comment*.
- Select a comment from the *Comment List*.
- Select the *'From' Comment'.*
- Select a comment from the **[Comment List]**.
- Select **[Next]** - the *Delayed Start* options screen will be displayed.
- Select [**Save]** OR select **[On]** and use the scroll arrows to indicate the hour and minutes when the fax is to be transmitted.
- Select **[Save]** and then **[Close]**.

The Individual listing and all selections made for that listing will now be displayed in the *Dial Directory*.



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Maximum Store Width determines the size of the image stored in memory. An A3 document can be stored as an A4 document to save memory. This also depends on the ability of the recipient to receive large documents. If the remote fax machine cannot receive documents larger than A4, save it as an A4 document. Saving it as an A3 document uses additional memory needlessly. In this case, the document will be stored as an A4 document, based on the requirements of the remote fax machine.

Deleting a number from the Dial Directory

- Select the number to be deleted.
- Select **[Delete]**.

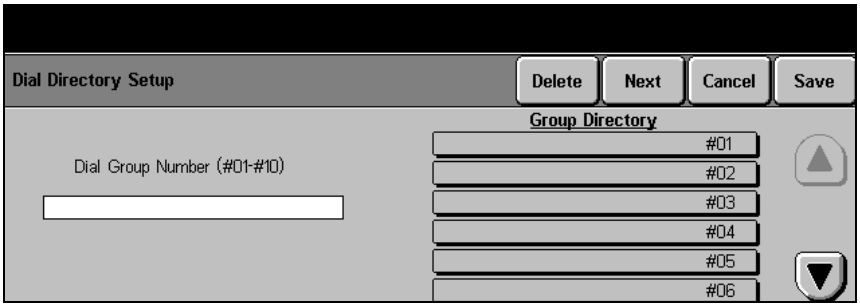
NOTE: Numbers cannot be deleted out of order. Always start from at the bottom of the list.

Group

This feature enables the combination of specific individual names and numbers into a Group. In order to be entered as a member in a Group, the person must first be programmed as an individual in the Dial Directory. When sending a fax to a group, just use one group number and the machine scans the document once. However, each individual in the group receives the document.

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- Following the same steps used to enter a name in the *Individual Directory*, refer to *"Dial Directory Setup" on page 4-37*, enter a group name in the *Group Directory*
- Choose a group number, name the group and save.
- From the *Dial Directory* select the individual names and numbers that are to be included in the group.
- After each name and number, select *Add* to add it to the group.
- To delete a group, select the group number and select **[Delete]**.
- The machine automatically selects the last number. Numbers cannot be deleted out of order, always start with the last number on the list.

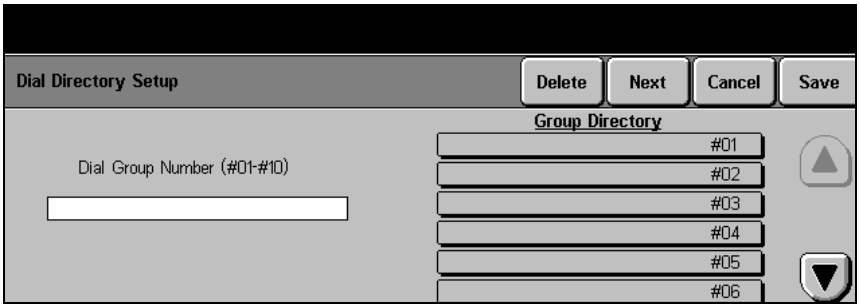


NOTE: Up to 10 groups can be programmed and stored. Each group can contain a maximum of 20 destinations.

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To send a Group Fax

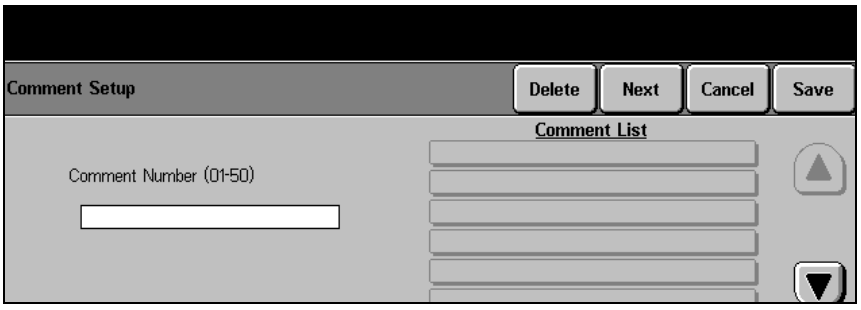
- Select **[Dial Directory]**.
- Use the up and down keys to locate the directory number required. Groups will be at the bottom of the list.
- Enter #01 to go to the top of the list).
- Select the required number - *details appear in the display window.*
- Select **[Next]** to add the selection to the current dial list.
- To enter additional locations, repeat steps 5 and 6.



Comment Setup

Comments are used in the To and From lines on a cover page. Refer to *"Cover Letter (Cover Page)" on page 4-19* on how to add a comment. The *DC440/432/425* can store up to 50 comments in the *Comments List*.

- Select **[Comment Setup]** in *Reports & Setups*.
- Select an empty line in the *Comment List* to enter the name(s) you want to programme.



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- Select **[Next]** to display the keypad. *If an incorrect entry is made, select the ← button to backspace.*
- Enter the comment(s).
- Select **[Save]** and then **[Save]** again.



Transmit Header Print

The *Document Centre* will automatically print the following information on the top of each page of an outgoing fax:

- Machine ID number
- Company logo
- Destination name
- Date, Time, and Page number

Use the following steps to switch this feature on.

- Select **[Transmit Header Print]** feature in *Reports & Setups*.
- Select **[On]** and then **[Save]**.



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Server Fax Procedure

Quick Pathway

- **Load documents.**
- **Press [Features].**
- **If necessary select [All Services].**
- **Select [Fax].**

Server Fax does not have any telephony capabilities, documents are scanned and filed to a defined location where a Third Party Fax Server retrieves the document and forwards it to its final destination. Server Fax is based on the Network Scanning feature, please refer to *"Network Scanning" on page 6-1* for more information.

NOTE: The System Administrator can restrict user access to *Server Fax*. Please refer to *"Authentication Mode - Server Fax" on page 4-58* for more information or contact the System Administrator.

Please refer to the following steps on how to send a 'quick' fax from the Document Centre using the standard features available within Server Fax.

NOTE: LAN Fax and Server Fax cannot be installed at the same time.

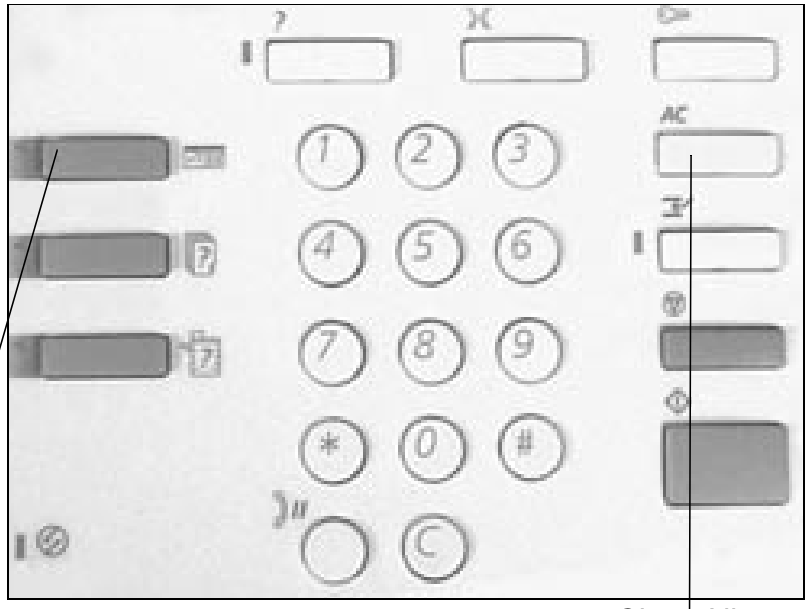
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Sending a Fax using Server Fax

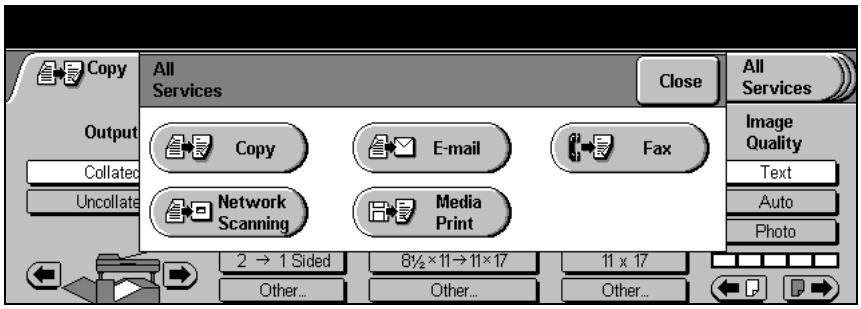
1. Select *Features*

- If necessary select **[Features]** to display the feature modes.
- Select **[Clear All]** once to cancel any previous screen programming selections.

Selecting **[Clear All]** twice clears all the programming pathways and returns the machine to its default status.

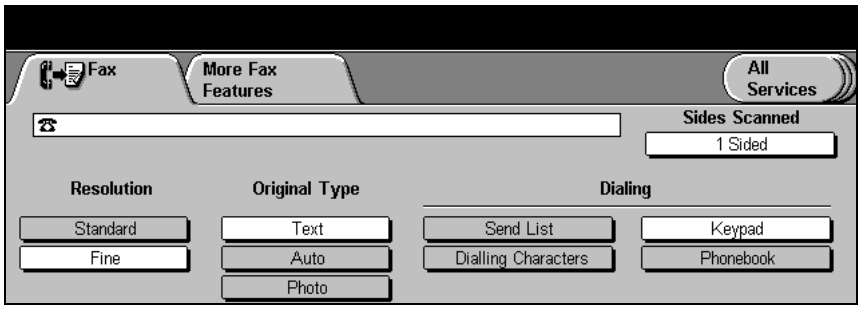


- If necessary select **[All Services]**.
- Select **[Fax]**.



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- The first *Fax* screen will be displayed.



2. Load the documents

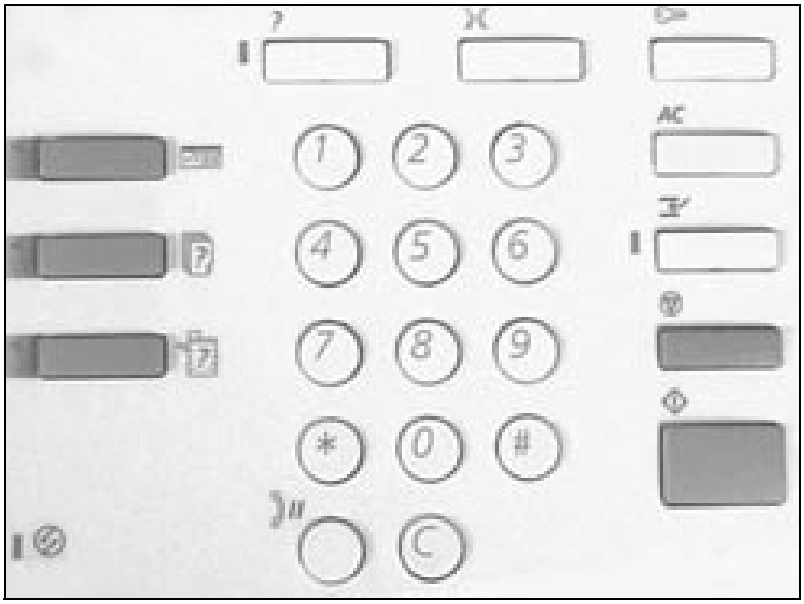
- Load documents face up in the Document Feeder or face down on the Document Glass.



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3. Dial the number

- Using the numeric keypad, enter the fax number.

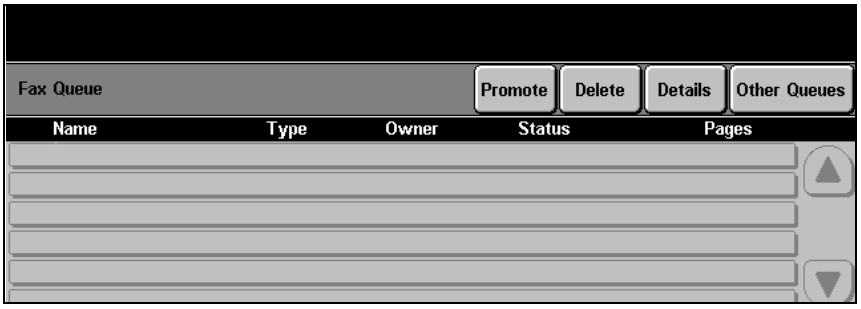


4. Select *Start*

- Select **[Start]**.

The fax job enters the fax queue.

- Remove the documents.



If enabled by the System Administrator, a Confirmation Report will be printed at the machine to confirm that the fax has been scanned and filed successfully or if not, the report will also display any errors that may have occurred.

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Standard Features - Server Fax

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary select [All Services].**
- **Select [Fax].**
- **Select the features available on the first Fax screen.**

The first Fax screen offers access to the features required to send a fax. For more information about the features available refer to the following:

Resolution - page 4-48

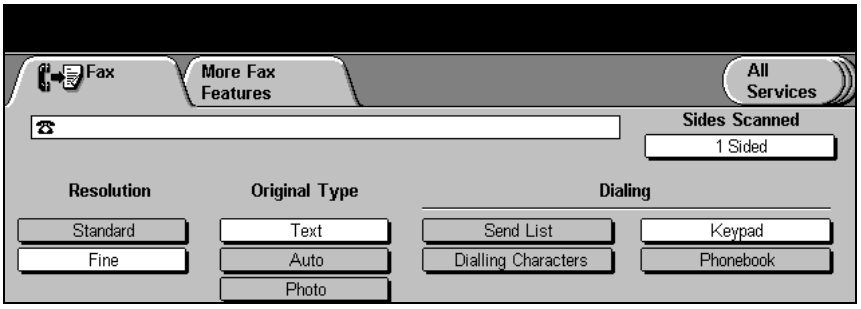
Original Type - page 4-49

Sides Scanned - page 4-50

Dialling - page 4-51

Resolution

The resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution yields better quality for photos. A lower resolution reduces communication time.



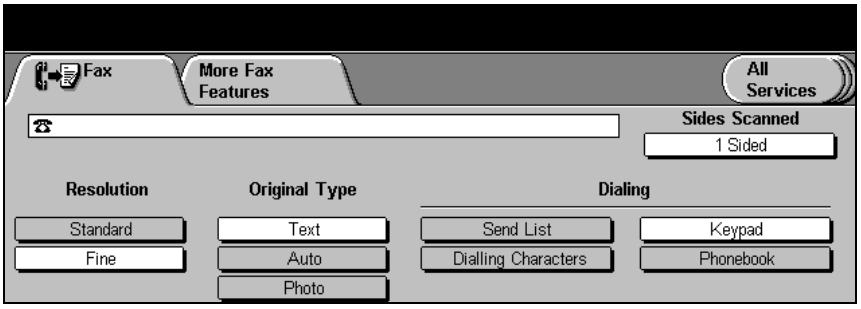
Standard (200 x 100 dpi) recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine (200 x 200 dpi) this is the default resolution and the best choice in most cases.

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Original Type

Use this feature to identify the type of document being scanned.



Text use this setting for text, line art and documents with large solid areas. It produces sharp text images, but might reduce the quality of halftone or photographic images. This is the default setting.

Auto use this setting for combinations of text and photos, or text and graphics.

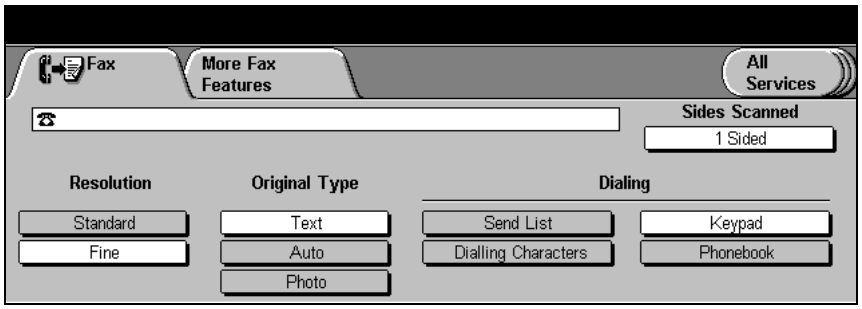
Photo use this setting for photographs and images that have a continuous tone. However, it might reduce the sharpness of the text.

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Sides Scanned

This is used to specify whether the documents are single-sided or double-sided. For double-sided documents the image orientation can also be programmed.

- Select **[Sides Scanned]** to access the options available.



The following options are available:

1 Sided each document is single-sided.

2 Sided each document is double-sided.

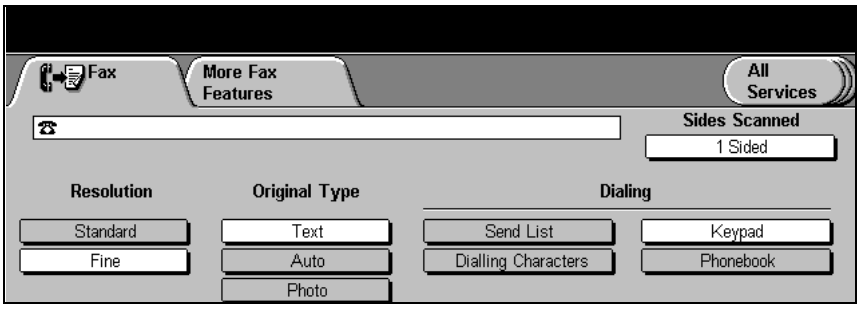
2 Sided 2nd side rotated each document is double-sided with each second side rotated by 180°.

1, 2,....2, 2 the first page of the set of documents is single-sided and the rest of the document is double-sided.

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Dialling

Four dialling options are available within the Server Fax screen.



Send List/Phonebook

The *Send List* and *Phonebook* features enable users to create a list of fax recipient numbers for a current fax job, or alternatively store regularly used numbers on the machine.

Send List and *Phonebook* features share the same touch screen. Whichever feature is selected, the same touch screen will be displayed. Fax numbers can be added to both areas.

NOTE: When moving through the fax default screen the fax number entered will remain displayed.

A description of each option follows:

Send List this is a list of numbers to which the fax will be sent. Entries displayed will be for the current fax job. Once the job has been faxed the entries will be automatically deleted from the list. The list can contain upto 50 entries.

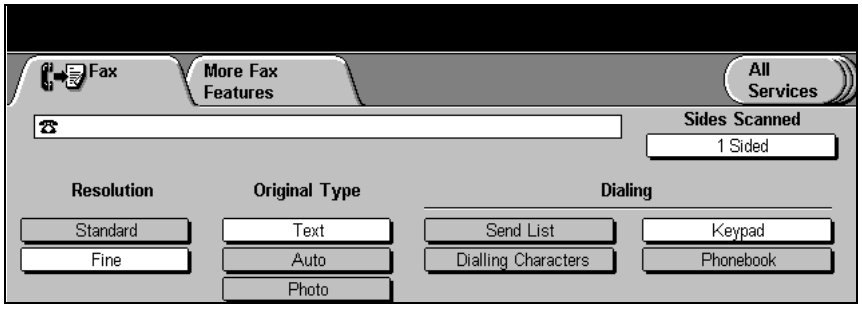
NOTE: Once an entry is added to the *Send List* an asterisk will appear in the Send List button on the main Server Fax screen.

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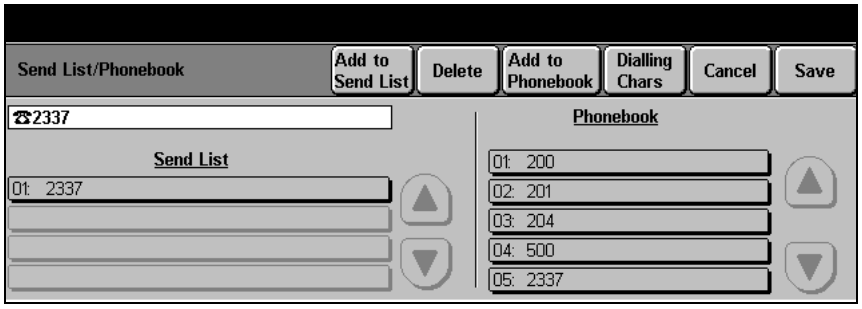
Phonebook this is a list of saved fax numbers. Once added, Phonebook entries can only be edited by selecting **[Add to Phonebook]** or **[Delete]**.

Refer to the following steps for more information:

- Select **[Phonebook]** or **[Send List]**.



- Enter a fax number using the numeric keypad **OR** select the number from either list.
- If required, select **[Dialling Chars]** and add the characters to be stored with the fax number.
- Select **[Add to Phonebook]** to store the number for future use **OR [Add to Send List]** to build the list of numbers for the current fax job.



HINT: Selecting Start will automatically add the fax number to the Send List.

- Select **[Save]** to exit or **[Cancel]** to remove the entries in the *Send List*.

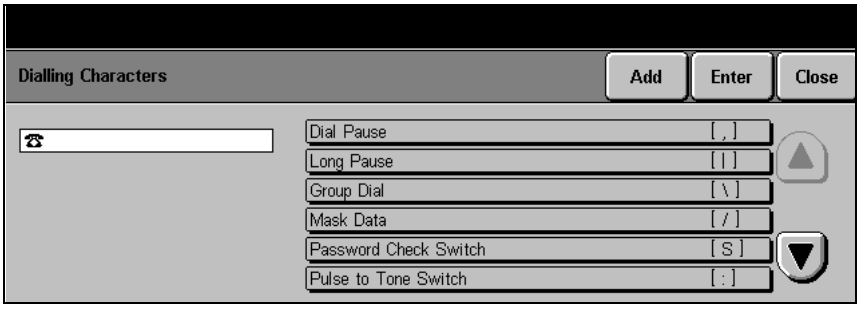
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NOTE: *Save* and *Cancel* only apply to fax numbers entered in the Send List. Phonebook entries are automatically saved when added.

Dialling Characters

Dialling characters are special characters that are used for entering fax numbers. Dialling characters are entered as part of the fax number, this feature can be selected from the Server Fax main screen or from the Send List / Phonebook feature.

- Select the character required.
- Select **[Add]**.
- Repeat the above steps for each character.
- Select **[Enter]** to exit.



Refer to the following for more information:

NOTE: Please check with the Third Party Vendor as to whether the following options are supported.

Dial pause [,] to pause between numbers. The actual delay depends on the Fax Server.

Long Pause [|] to pause between numbers. As *Dial Pause*, but a longer pause is added between numbers.

Group Dial [\] sends to a group of fax numbers stored on the Fax Server. Follow the Group Dial character with the Group number configured on the Fax Server.

Mask data [/] to protect confidential information. Select the forward slash character (/) before entering confidential numbers. After entering the last confidential number, select the slash

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character (/) again to turn off *Mask Data*. The characters or numbers entered between the slash (/) characters are displayed as asterisks (*).

Password Check Switch [S] for remote terminal identification. This character verifies that the correct number has been dialled, which is very important if sending a confidential document. A password is required before transmission to a remote machine. For example, 1234567S4567 (where as 1234567 is the telephone number and 4567 after the S is the password) instructs the machine to check for validity, which is also known as Secure Send. The machine does not dial any number after the S.

Pulse to Tone Switch [:] to switch between pulse and tone dialling.

Begin DTMF [*] start a sequence of DTMF characters.

End DTMF [#] end a sequence of DTMF characters.

Wait for network tone detection [W] to suspend dialling until an expected network tone is detected. Or it can be used to detect a specific tone when accessing an outside line or other services.

Local ID [+] character check [+] required as part of some international telephone numbers (in place of 00).

Local ID [space] character check [ ] to improve readability. For example, adding spaces to a telephone number as 1 234 5678 instead of 12345678.

Keypad

The keypad corresponds to the control panel telephone keypad buttons.

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More Fax Features - Server Fax

Quick Pathway

- **Select [Features] button on the control panel.**
- **If necessary select [Fax].**
- **Select [More Fax Features].**

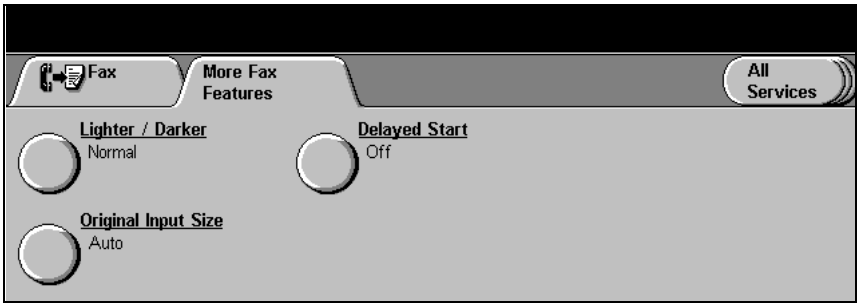
When the *More Fax Features* tab is selected the following features will be available:

Lighter / Darker - page 4-55

Original Input Size - page 4-56

Delayed Start - page 4-57

NOTE: If Fax is the default screen this tab will be called Added Features. On selection it will change to More Fax Features.



Lighter/Darker

Adjusts the image quality of the document being scanned.

- Load the document.
- Select **[More Fax Features]**.
- Select **[Lighter/Darker]**.
- Use the scroll bars to increase or decrease the image adjustment.
- Select **[Save]** and then **[Start]**.



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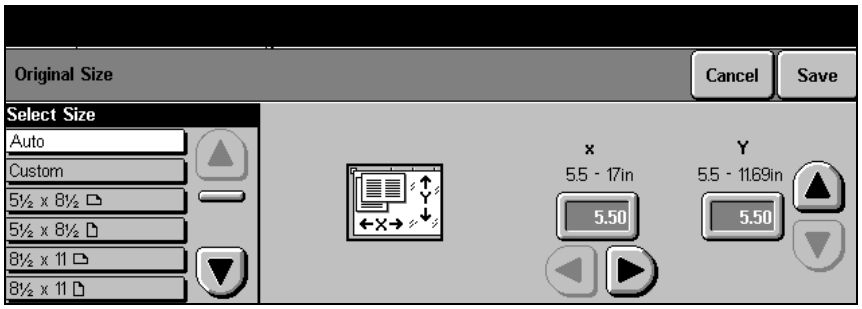
Original Input Size

Allows a user to manually select the size of the document when the machine is unable to detect the document size, for example when a document has a black border. Auto Size Detection is the default setting.

NOTE: Auto Size Detection works with both the document feeder and the document glass. Standard and Custom sizes work with the platen glass only.

A message will only be displayed when the machine has detected the document size.

- Select **[Original Size]**.
- Select the option required.
- Select **[Save]**.



Original Size Options

Auto accepts the machine's automatic size sensing.The size detected will be matched to a standard size paper.

Custom allows a non-standard paper size to be defined. To enter a value use the scroll bars or select the X or Y numeric box to display a pop-up window and enter the value using the keypad displayed.

Standard pre-set document sizes available in the *Select Size* list.

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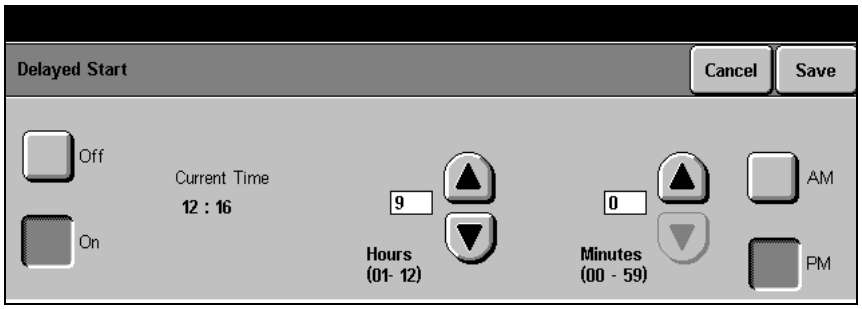
Delayed Start

This feature allows a user to choose a time, within the next 24 hours, at which a fax will be sent.

IMPORTANT: The time to send is added to the job information sent to the Fax Server with the scanned image. The Third Party Fax Server retains the fax for sending at this time.

- Load the document.
- Select **[More Fax Features]**.
- Select **[Delayed Start].**
- Select **[ON]** - the options will be displayed.
- Use the up/down scroll arrows to indicate the start hour, start minutes and AM/ PM.
- Select **[Save]** and then **[Start]**.

NOTE: This feature can be set as a 12 hour or 24 hour clock.



NOTE: When enabled the default start time is 9.00PM.

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Authentication Mode - Server Fax

Authentication is used by the System Administrator to restrict user access to the features within *E-mail, Network Scanning* and *Server Fax*:

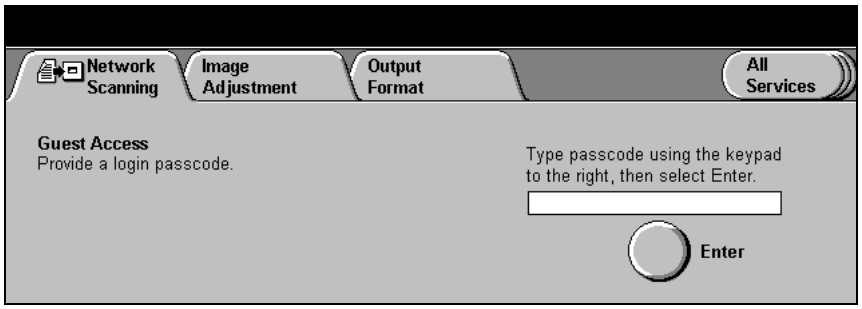
NOTE: If Authentication has been enabled it will be enabled for all three services.

The following steps may vary depending on the authentication mode set up by the System Administrator. Please contact the System Administrator for further assistance.

Login - Guest Access

A login passcode is required.

- Using the control panel keypad enter your passcode.
- Select **[Enter]**.

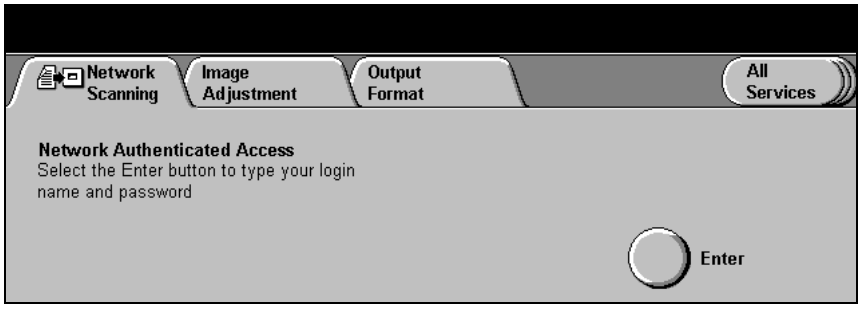


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Login - Network Authenticated Access

A login name and password are required.

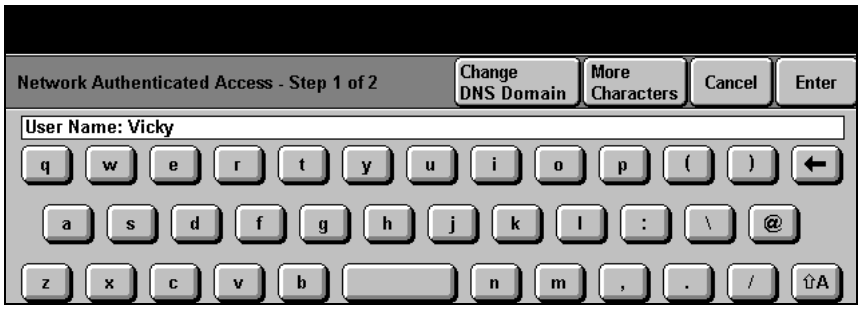
- Select **[Enter]**.



- Using the keyboard enter the network user name.

NOTE: Select **[More Characters]** if required.

- Select **[Enter]**.

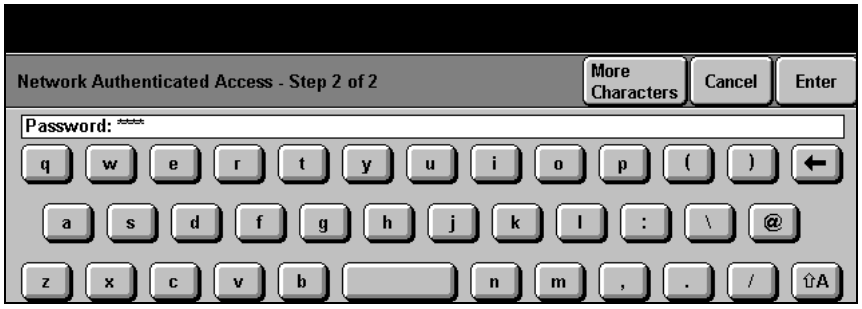


- Enter the network password.

NOTE: Select **[More Characters]** if required.

- Select **[Enter]**.

A pop-up message will be displayed. The machine is now processing the log in request.



The machine will now attempt to authenticate the user on the network.

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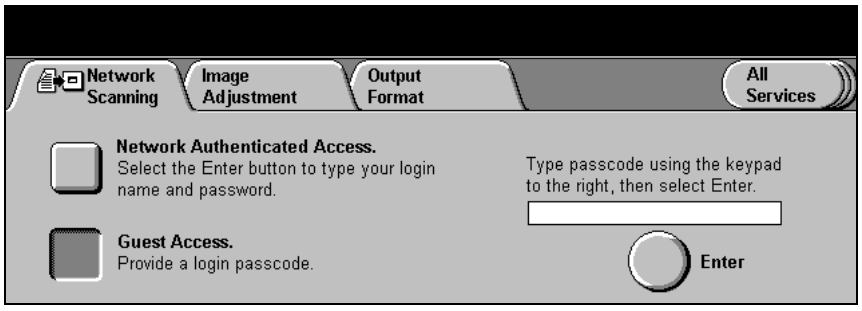
Login - Guest Access and Network Authenticated Access

Both *Guest Access* and *Network Authenticated Access* can be enabled together. This allows users to select how they wish to login.

- Select **[Network Authenticated Access]** and then select **[Enter]**.
- Enter the required login details.

OR

- Select **[Guest Access]**.
- Using the control panel keypad enter your passcode.
- Select **[Enter]**.


Network Scanning
Image Adjustment
Output Format
All Services
Network Authenticated Access.
Select the Enter button to type your login name and password.
Guest Access.
Provide a login passcode.
Type passcode using the keypad to the right, then select Enter.
Enter

Changing the Authentication Service

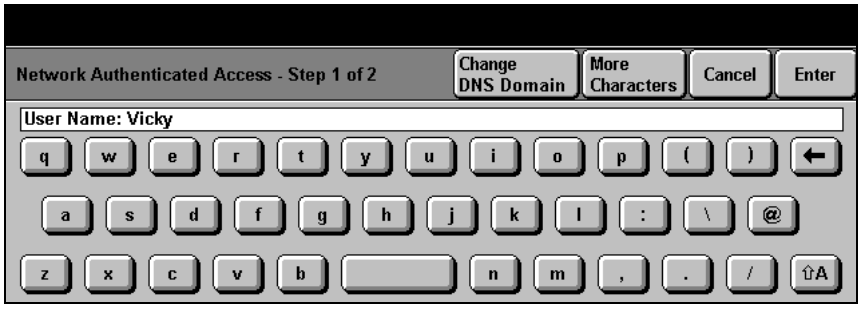
If previously configured by the System Administrator, users may select alternative authentication environments.

- If necessary, select **[Network Authenticated Access]**.
- Select **[Enter]**.

The environment name that appears in the **[Change]** button will vary depending on the network.

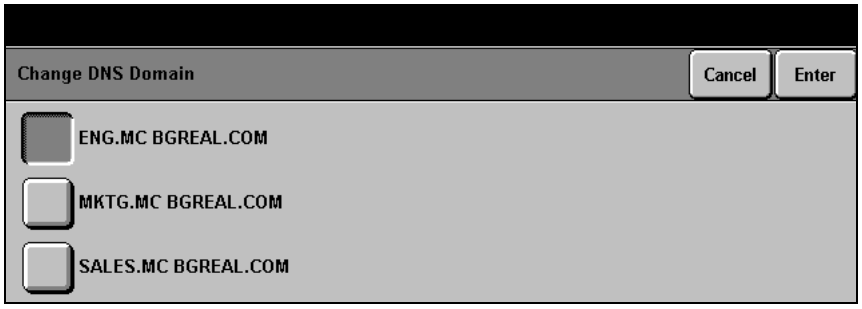
The example shown refers to a DNS Domain.

- Select **[Change DNS Domain]**.



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- Select the required network environment.
- Select **[Enter]** to continue.
- Complete login to User Name and Password.



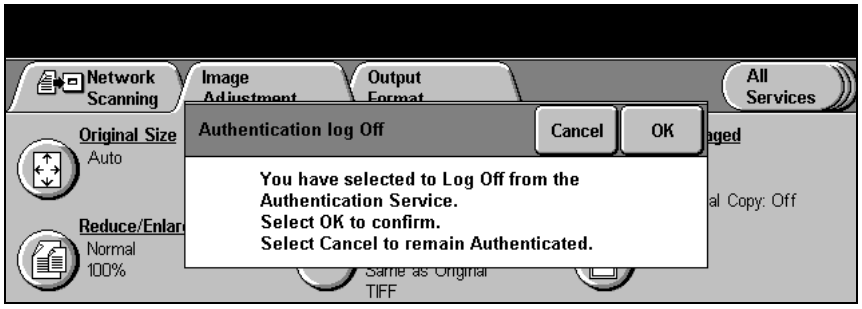
If required, please contact the System Administrator for further assistance.

Logging Off

- Select **[Access]** 

A warning message will be displayed.

- Select **[OK]**.



NOTE: If a user is logged on to Network Accounting or the Auditron at the same time as Authentication, the user will be logged off the other service at the same time as logging off from Authentication.

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LAN Fax (Local Area Network Fax)

When the *Document Centre* is connected to a network, faxes can be sent from a Workstation directly to the *Document Centre* to be forwarded on to the destination machine.

As with faxes scanned in at the *Document Centre*, faxes sent over the network will be placed in the Fax Queue before being sent on to the final destination.

NOTE: LAN Fax and Server Fax cannot be installed at the same time.

LAN Fax Features

To send faxes over the network, users must select the *Document Centre* as the printer in the *Print Screen* at the Workstation. Selecting the pull down menu in *Job Type* will display the *Fax* option. Selecting *Fax* will display *Fax Setup* which can be used to set up the Fax features. The following options are available for programming:

Fax used to enter the fax recipient information as well as select the required resolution and cover page.

Phonebook use to store regularly used telephone numbers.

Cover Page enter the text that is to be printed on to the cover page.

Options use to identify specific dialling and sending requirements.

Refer to *"Print" on page 8-1* for more information about the print features.

NOTE: Refer to the CentreWare customer documentation for further information on the LAN Fax features.

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Managing Fax Jobs

Quick Pathway

- **Select [Job Status] on the control panel.**
- **Select [Other Queues].**
- **Select [Fax Queue] or [Completed Fax Jobs Queue].**

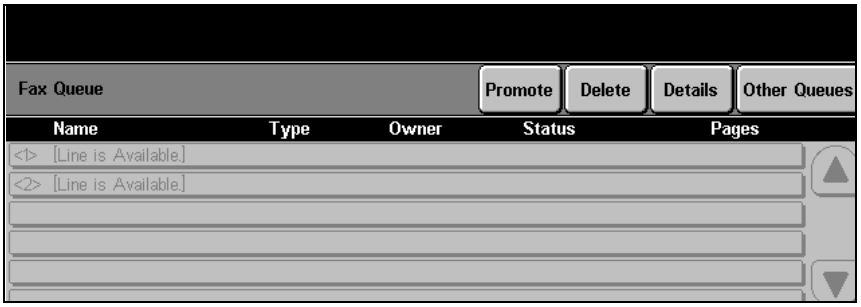
Managing the *Fax* queues consists of maintaining each job within the queue. Job management is performed on each individual job contained within the queue. Controlling jobs includes organizing, advancing and initiating jobs based on their characteristics.

The *Fax Queue* and the *Completed Fax Jobs Queue* will only be available in *Job Status* after *Fax* has been enabled.

NOTE: If Server Fax is enabled then 'received' faxes will only appear in the Print Queue.

Fax Queue

The *Fax Queue* button will only be displayed if *Fax* is available.



This queue maintains all fax jobs that are scanned and ready to be transmitted, including LAN fax and outgoing Server Fax jobs. The *Fax Queue* also contains fax scan jobs for delayed fax jobs, including jobs sent to a mailbox and polling reservation. The *Fax Queue* consists of jobs that are active or waiting to be active (if the queue is full). Jobs are managed in the order they were submitted. Delayed start, re-dial and re-send jobs are in order based on start time.

The *DC440/432/425* can have up to two embedded fax lines available, making it possible to have two active jobs at one time. Any job currently being sent or received via a telephone

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line is considered active and is displayed on either the top line or top two lines depending on the number of fax lines available. Scroll to see information about each fax job in the queue.

When sending a fax to multiple recipients (broadcast), the *Fax Queue* displays the number of the first recipient when the job is actively being sent to that recipient. Then, it displays the second number in place of the first number and so on as each number is dialled. A status of *Completed* in the *Fax Queue* means the fax has been received.

Name the name or telephone number of the remote terminal that the fax is sent to or received from. For network fax jobs, this is the name of the job.

Type the type of job (such as broadcast, immediate send, LAN fax, send, store for poll and so on).

Owner the creator of the job. For LAN fax jobs, this is the name of the person submitting the job. For fax send, broadcast, mailbox send and polling reservation jobs, the owner is displayed as local.

Status information about the progress of an active or pending fax job, such as sending, receiving, no active fax job, scanning, pending and delay.

Pages the number of pages in a job. For queued fax send and broadcast send jobs, the number of pages for transmission that are stored in memory is displayed in the Pages column. For queued fax poll and multi-poll jobs, the Pages column is empty. The generated cover page is not counted as one of the transmitted pages; however, it is counted as one of the received pages. When a cover page is scanned in instead of using the system-generated cover page, the machine counts the page as a transmitted page. It counts all scanned pages.

Use the toolbar across the top of the *Fax Queue* to manage jobs. When a toolbar button is selected a pop-up window is displayed, select *Confirm* or *Cancel* to complete the requested action.

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Promote allows a pending fax send job to be promoted to the top of the queue. Once promoted, the *DC440/432/425* manages the prioritisation of the jobs in the queue.

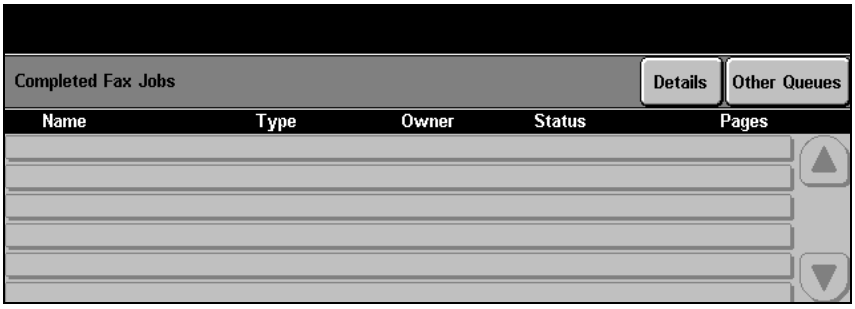
Delete deletes the selected active or pending job. A pop-up window enables confirmation or cancellation of the request. If an active job is deleted, communication stops immediately. The job is removed from the Fax Queue and placed in the Completed Fax Queue with an error code in the Status column. If a pending job is deleted, it is removed from the Fax Queue and not listed in any other queue.

Details displays additional information about the jobs in the Fax Queue. A job can be stopped from the Details screen. The job is removed from the Fax Queue and placed in the Completed Fax Jobs Queue with an error in the Status column.

Other Queues displays the other job queues available.

Completed Fax Jobs Queue

The *Completed Fax Queue* button will only be displayed if *Fax* is available.



Maintains completed fax jobs that were successful, or terminated at the user's request or due to a fault.

Name the name of the destination for the job.

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Type the job category, such as receive, broadcast, immediate LAN fax, mailbox polled, mailbox polling, mailbox receive, mailbox send, manual poll, polled, polling, send and unknown (power interruption).

Owner the person who submitted the job. For LAN fax jobs, this is the name of the person submitting the job. For fax send, broadcast, mailbox send, and polling reservation jobs, the owner is displayed as local.

Status information about the progress of the job, such as complete, or an error indicated by a specific error code.

Pages the number of pages stored in memory for transmission and the number of pages transmitted.

Use the toolbar across the top of the *Print Queue* to manage jobs. When a toolbar button is selected a pop-up window is displayed. Select *Confirm* or *Cancel* to complete the requested action.

Details displays additional information about the job in the Completed Fax Jobs Queue.

Other Queues displays the other job queues available.

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Connecting Fax to the ISDN (Digital Line) - Embedded Fax

The Xerox *DC440/432/425* is capable of working at a maximum speed of 33.6Kbps across a good quality, analogue telephone line to another fax machine with the same speed capability. This speed is dependant upon the quality of the connection; the poorer the quality, the slower the speed.

ISDN (Integrated Services Digital Network) is a digital alternative to the analogue network.

To connect the Xerox *DC440/432/425* to the ISDN requires the use of a Terminal Adapter (TA) to interface between the machine's analogue modem and the digital network. Once connected to the TA, the machine will operate in the same way as if it were connected to an analogue telephone system. Fax documents can be sent or received in exactly the same manner as before.

Currently, a standard ISDN line is capable of providing two separate telephone connections, each of which can have its own telephone number. The Xerox *DC440/432/425* can take full advantage of this feature and improve its productivity by being fitted with a second fax option and connecting both fax ports to a TA that supports two analogue ports. It will then be capable of simultaneously sending and/or receiving two faxes at the same time over the same ISDN line.

Terminal Adapters are available on the open market from a variety of suppliers. Contact your chosen supplier to arrange purchase and installation if required. In view of the number of alternative suppliers available, exhaustive testing of every available TA has not been undertaken by Xerox and therefore, Xerox does not recommend any particular supplier. Some products have, however, been tested by Xerox and have been found to be compatible with the *DC440/432/425* fax. The local Xerox representative will be able to supply details of these products.

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5 Media Print

Media Print allows a walk-up user to print a file from a floppy disk.

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Using Media Print

Quick Pathway

- **Select [Features] on the control panel.**
- **Select [Media Print].**

ASCII Text, Postscript, PCL, TIFF (Tagged Image File Format) and PDF (Portable Document Format) file formats can be printed on the *DC440/432/425*.

Use the following steps to make prints using *Media Print*.

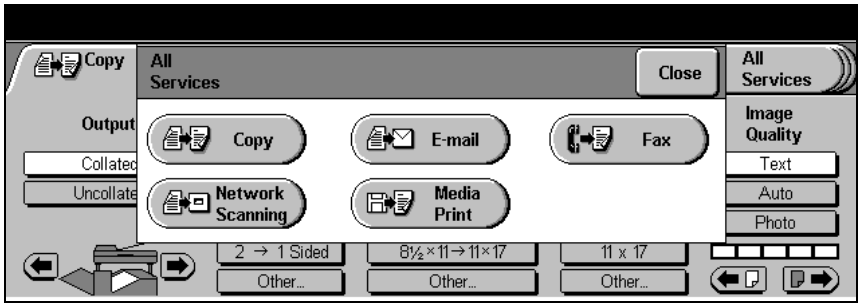
- Make sure the disk is DOS formatted.
- At the workstation, select **[Print to File]** and select the options required for the job. Print the files to the format required and copy them on to a floppy disk.
- At the *DC440/432/425* insert the disk into the floppy drive.



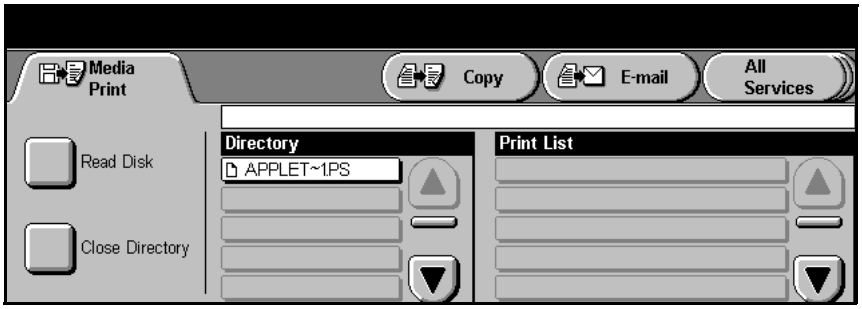
Floppy Drive

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- Select **[Media Print]**.



- Select **[Read Disk]**, the files and directories contained on the diskette will be displayed.



The files and directories will be displayed in the *Directory List*. Scroll through the list to find the file to be printed.

If the file is inside a subdirectory, select the subdirectory to display the list of files.

- To exit the subdirectory, select **[Close Directory]**.

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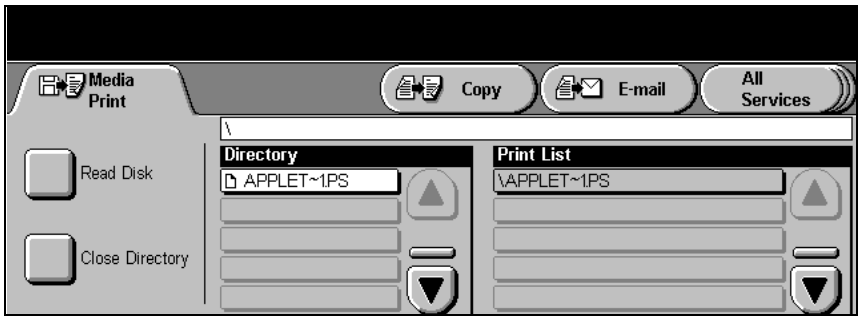
- Select the file to be printed.

The file name is automatically added to the *Print List*. Select the name again to remove it from the list.

- When all of the files required appear in the *Print List*, select **[Start]**.

The system reads the selected files and submits them for printing. Select **[Print Queue]** in Job Status to review the job.

- On completion remove the disk from the floppy drive.



NOTE: The disk must remain in the floppy drive until the system has finished reading the files.

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6 Network Scanning

The *Network Scanning* option will be available on the *DC440/ 432/425* if the machine is connected to the network and the optional *E-mail and Network Scanning* kit has been installed.

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Network Scanning

Quick Pathway

- **Select [Features] on the control panel.**
- **if necessary select [All Services].**
- **Select [Network Scanning].**
- **Select the Template required.**

Network Scanning enables the creation of an electronic image file by scanning an original document. The image file is placed into a network filing location specified in a *Template*. A template stores the user's preferred network scanning options.

NOTE: Typical network scanning options include the filing destination of the image file, whether the document should be scanned lighter or darker or if the document was double-sided.

When a template is selected at the Document Centre the stored scanning setups are loaded. If a document is scanned using this template then the image file created will be processed according to the settings configured in the template.

The settings programmed for the selected template can be temporarily amended using the features available on the touch screen.

The *Network Scanning* screen displays the templates available to the machine as a list of template names.

The default template *@default* is always present on the machine and is displayed at the top of the template list. The *Network Scanning* screen also displays a summary of the setups stored within the selected template, for example, information on the filing location of the scanned image file.

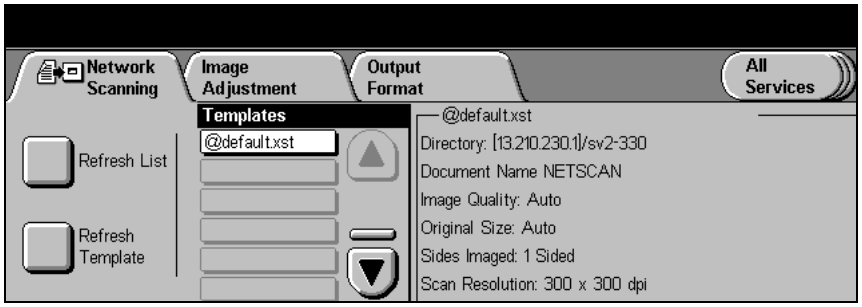
For more information about the other features available refer to the following:

Image Adjustment - page 6-7

Output Formats - page 6-14

Authentication Mode - page 6-22

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Summary Box Features

Directory the directory path where the file being scanned will be stored.

Document Folder/Name the name of the folder in which the image will be stored.

Image Quality any adjustments required for specific types of originals - Text, Photo, Auto.

Original Size the size of the original document.

Sides Imaged selects 1 or 2 sided scanning.

Scan Resolution 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, or 100 x 200 dpi.

Templates and template list

The template list contains an ordered list of all the templates available to the Document Centre. There are two types of template that can be displayed:

- CentreWare Internet Services templates - template names preceded with a “@” character
- CentreWare Scan Services templates - template names not preceded with a “@” character

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NOTE: Refer to the *CentreWare Customer Documentation* for more information on CentreWare Scan Services templates.

The template *@default* will be automatically selected on entering *Network Scanning* for the first time. If more than 6 templates are available the scroll buttons are used to move down through the list.



HINT: *Only one template can be selected at a time.*

It is possible that the templates displayed may not be the latest version, or that the list does not contain newly-created templates. Selecting one of the following options will update the template list:

Refresh List updates all the templates in the list. Templates that have been deleted or added using CentreWare Scan Services will be removed from or added to the list.

Refresh Template refreshes the selected template.

NOTE: CentreWare Scan Services stores templates in a remote location called a *template pool.* Access to this template pool is required by the Document Centre when updating either the template list or an individual template within Network Scanning.

Public and Private Templates

A template can contain either a public or private filing location or repository.

Public Repository If a user selects a template that contains a public filing location the scan job will be filed to that location without the user having to enter a password to access the filing location.

Private Repository If a user selects a template that contains a private filing location, a password must be entered for that job to be successfully filed.

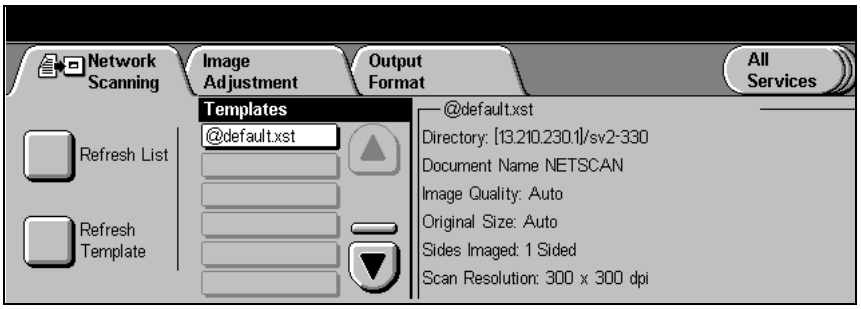
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NOTE: If a template containing a private filing location is selected and a password has not been entered then a pop-up reminder will be displayed when *Start* is selected.

- Load the documents in the *Document Feeder* or place on the *Document Glass*.
- Select **[All Services]** and then **[Network Scanning]**.
- Select **[Refresh List]** to update the template list.
- Select the template required.

If the template has been configured with a Public Repository:

- Select **[Start]**. The job will be scanned, an electronic file created and the file sent to the destination as specified in the chosen template.

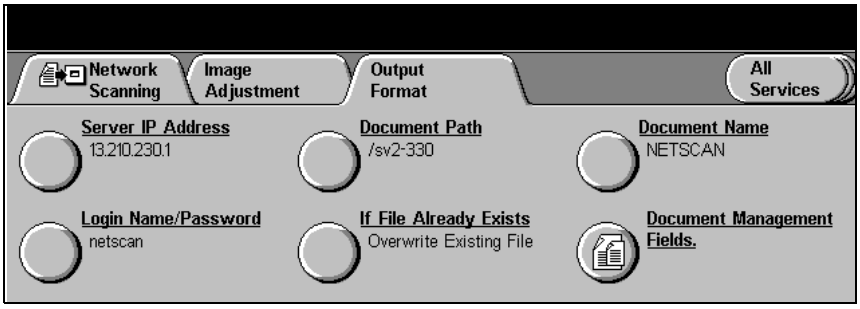


HINT: *The Summary Box on the right hand side of the screen displays information about the template. Refer to page 6-3 for more information.*

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If the template has been set up with a Private Repository:

- Select **[Start]**. A pop-up window will be displayed asking for a password to be entered.
- Select **[Output Format]**.
- Select **[Login Name/ Password]**.
- Select **[Password]**.
- Enter the password to access the filing location.
- Select **[Save]** twice.
- Select **[Start]** to scan the job.

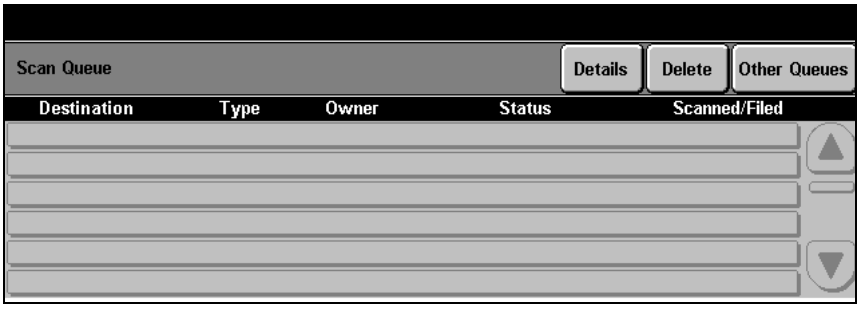




HINT: *If it is known that the template contains a private filing location, it is possible to select that template and then enter the password before selecting Start.*

- To check on the job progress review the *Scan Queue* in *Job Status*.

NOTE: This will only show active or pending scan jobs. Refer to *"Managing Scan Jobs" on page 6-26* for more detailed information.



If requested, the Document Centre will print a confirmation report. The report will display information about the Scan job including the completed status of the job. For more information please refer to *"Managing Scan Jobs" on page 6-26*

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Image Adjustment

Quick Pathway

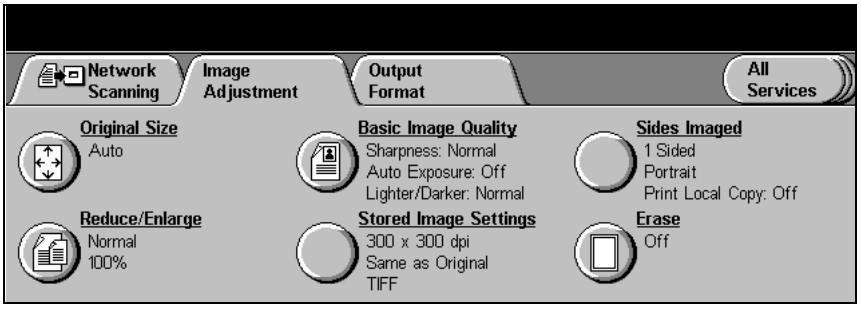
- **Select [Features] on the control panel.**
- **Select [Network Scanning].**
- **Select [Image Adjustment].**

Use the features available in *Image Adjustment* to temporarily apply changes to a template.

NOTE: If Network Scanning is the default screen this tab will be called Added Features. On selection it will change to Image Adjustment.

Refer to the following for more information:

Original Size - page 6-8
Basic Image Quality - page 6-9
Sides Imaged - page 6-10
Reduce/Enlarge - page 6-11
Stored Image Settings - page 6-12
Erase - page 6-13



NOTE: Any changes that are made using the *Image Adjustment* features are discarded after the *Clear All* timer expires, or the *Clear All* button is selected.

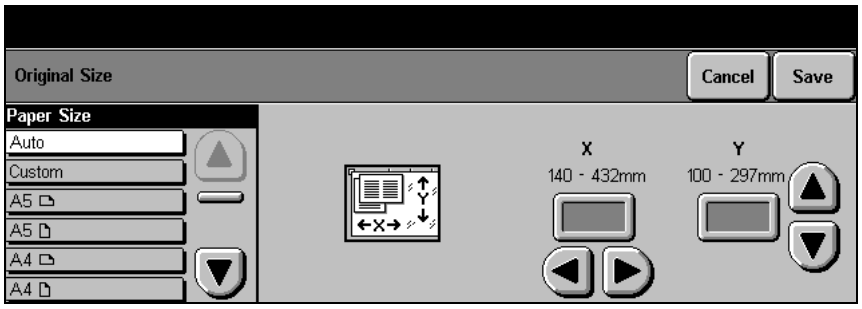
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Original Size

Use to enter the size of the document when scanning from the Document Glass or the Document Feeder. The *DC440/432/425* uses this information to calculate the settings for the original size that you specify.

NOTE: Auto is the default setting.

- Select **[Original Size]**.
- Select the options required.
- Select **[Save]**.



Original Size Options

Auto accepts the machine's automatic size sensing.The size detected will be matched to a standard size paper.

Custom allows a non-standard paper size to be defined. This feature can only be used when a document is placed on the document glass. To enter a value use the scroll bars or select the X or Y numeric box to display a pop-up window and enter the value using the keypad displayed.

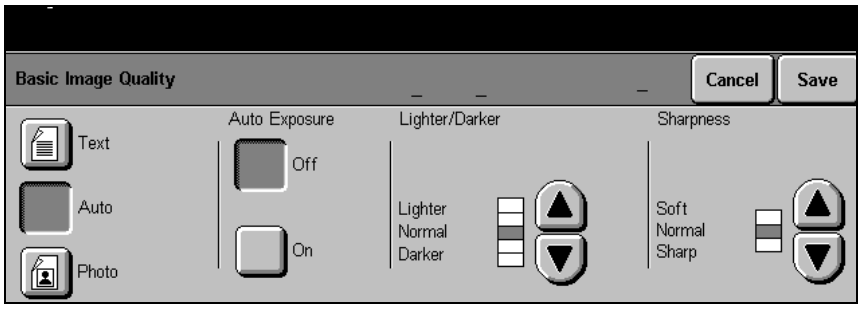
Standard pre-set document sizes available in the *Paper Size* list. This feature can only be used when a document is placed on the document glass.

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Basic Image Quality

This feature adjusts the image quality settings applied to the scanned document.

- Select **[Basic Image Quality]**.
- Select the options required.
- Select **[Save]**.



Basic Image Quality Options

The following options are used to define what type of original is being used for scanning:

Text—used for scanning text, solids, line art, and halftones.

Auto —used to scan documents that contain halftones and images or photographs.

Photo—used for scanning continuous-tone photographs.

HINT: For best results, scan a maximum of 5 photos in one job, unless the machine has additional memory.

Auto Exposure enhances documents that have coloured backgrounds. This option is disabled if the original type is *Photo*.

Lighter/Darker adjusts the density of copies and scanned images in the *Text*, *Auto* and *Photo* mode.

Sharpness enhances or decreases the sharpness level of fine lines and edges. This feature is used with *Photo* mode.

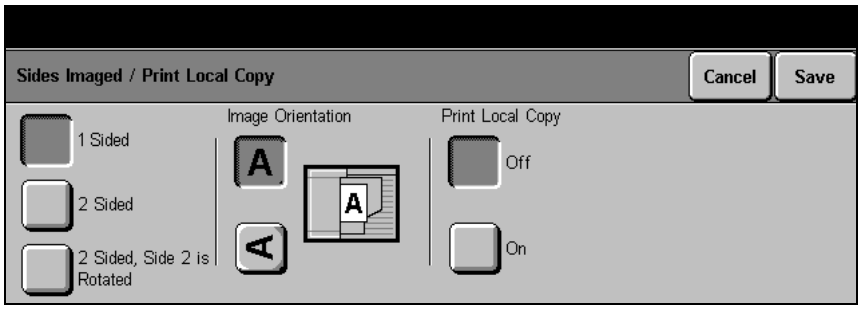
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Sides Imaged

This feature enables users to scan single-sided or double-sided documents.

NOTE: All scan jobs are stored as single-sided images.

- Select **[Sides Imaged]**.
- Select the options required.
- Select **[Save]**.



Sides Imaged Options

1 Sided scans side one of the document.

2 Sided scans both sides of the document.

2 Sided, Side 2 is Rotated scans both sides of the document, the second side image is rotated 180°.

Image Orientation select this feature to identify the orientation of the image as it appears in the document handler before scanning.

NOTE: The Document Feeder must be used when scanning 2 sided documents.

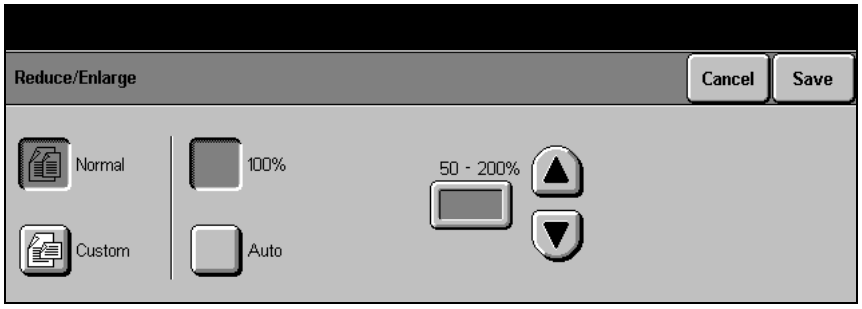
Print Local Copy This feature prints a single-sided copy of the scanned job.

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Reduce/Enlarge

Adjusts the magnification size of the stored image file.

- Select **[Reduce/Enlarge]**.
- Select the options required.
- Select **[Save]**.



Reduce/Enlarge Options:

Normal reduces/enlarges the dimensions of the stored image file in equal proportions.

Custom reduces or enlarges the dimensions of the document in non-equal proportions. By setting the X and Y coordinates, the length and width of the stored image file can be adjusted separately.

100%: sets the magnification to 100%, size for size.

Auto reduces/enlarges a document automatically to a size that fits the stored image size specified.

NOTE: *Auto Reduce/Enlarge* is only available when a document is placed on the Document Glass.

50 - 200% enables settings to be adjusted in 1% increments.

NOTE: 133% is the maximum enlargement setting available with the 600 dpi option.

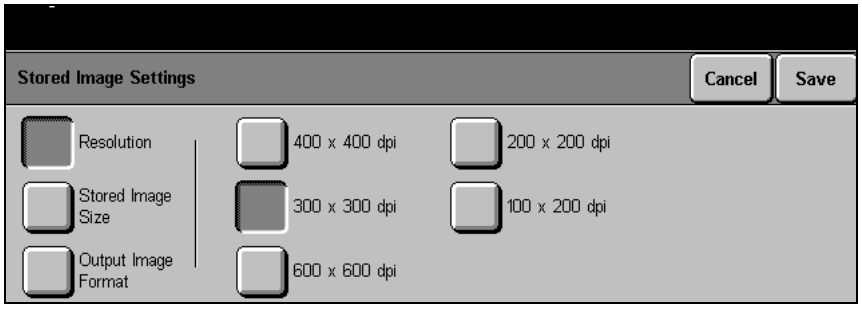
☞ ***HINT:*** *Selecting the numeric input area on the touch screen displays a pop-up keypad which can be used to enter values.*

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Stored Image Settings

Defines the image output requirements.

- Select **[Stored Image Settings]**.
- Select the options required.
- Select **[Save]**.



Stored Image Settings Options

Resolution defines the resolution at which the original will be scanned and the image stored. Select from 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, or 100 x 200 dpi.

NOTE: The greater the resolution selected the larger the size of the stored image file. This will result in more time being required to complete the scan job.

Stored Image Size defines the size of the stored image file.

Same as Original: produces an image size that matches the size of the original document.

Auto: automatically adjust the image size based on the document size and specified magnification setting.

Custom: defines the size of the stored image using the X and Y axis buttons.

Output Image Format sets the format for the scanned image files to Tiff, Multipage Tiff or PDF files.

NOTE: Selecting TIFF will result in one image file being created for each original side scanned. Selecting Multipage Tiff or PDF will result in one image file being created for all document sides scanned.

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Erase

Used to erase unwanted marks from the scanned document.

- Select **[Erase]**.
- Select the option required.
- Select **[Save]**.



Erase Options

Off scanning is edge to edge.

Border Erase erases equal amounts (0–50 mm) from the top, bottom and both sides of the document.

Edge Erase erases amounts (0–50 mm) specified from the top, bottom, and both sides independently of each other.

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Output Format

Quick Pathway

- **Select [Features] on the control panel.**
- **Select [Scan].**
- **Select [Output Formats].**

This screen displays the network location for *Network Scanning* jobs that are programmed in the selected template. These settings may be altered and applied to the scan job. Refer to the following for more information:

Server IP Address/Server Name - page 6-15

Document Path/Volume - page 6-16

Document Name - page 6-16

Login Name/Password - page 6-17

If File Already Exists - page 6-17

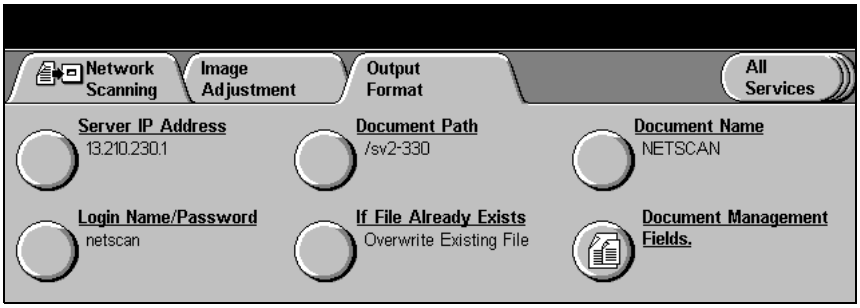
Document Management Fields - page 6-18

NOTE: Any changes that are made using the Output Format features are discarded after the *Auto Clear* timer expires, or the *Clear All* button is selected.

Templates specify a file location in either a NetWare or TCP/IP network. The Output Format tab will display options for either a NetWare or TCP/IP filing location.

NOTE: The following screens relate to using NetWare and will vary slightly for TCP/IP.

- Select the features as required.
- Apply changes.
- Select **[Save]**.
- Select **[Start]**.



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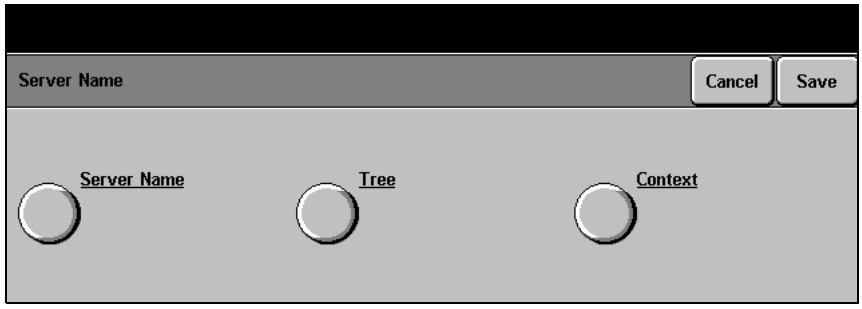
Server IP Address /Server Name

For TCP/IP, enter the server IP address. For NetWare, enter the server name, tree and context.

NOTE: Tree and Context are required for NetWare NDS environments.

For TCP/IP, users may specify an optional port number with the filing location IP address. For example, to specify filing to an IP port of 1026 enter 113.210.228.1:1026.

NOTE: The FTP server where the filing occurs will need to be configured to accept this job over port 1026 for this scan to be successful.





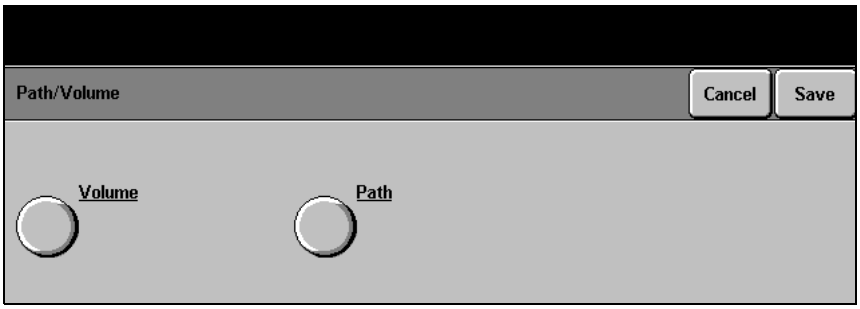
HINT: *For scan jobs over TCP/IP the default port 21 is automatically used.*

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Document Path / Volume

This feature specifies the location of the directory path where the scanned document will be placed.

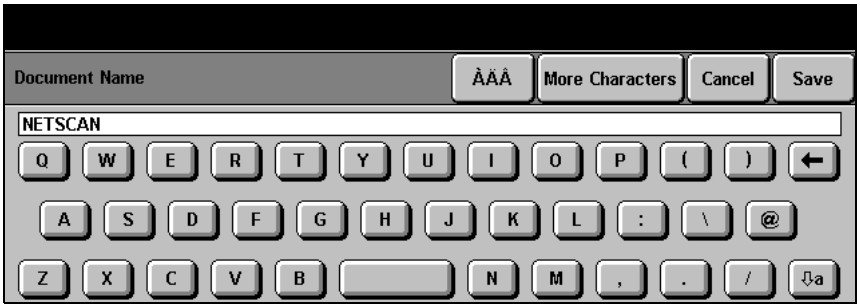
- For TCP/IP: enter the Document Path
- For NetWare: enter the Document Path and Volume



Document Name

This feature allows users to change the default Document Name. For single page TIFF, the *Document Name* defines the name of the folder where the image files are placed. For Multipage TIFF/PDF the *Document Name* defines the name of the image file stored.

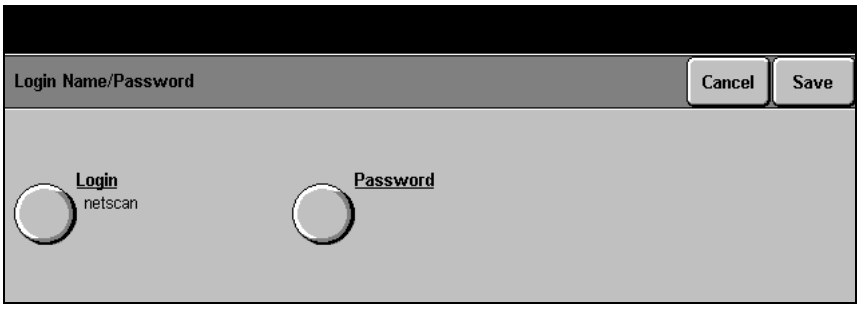
NOTE: If the setting *If File Already Exists* is set to *Rename New File* then this field is blank and any entries made will be ignored by the Document Centre.



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Login Name/Password

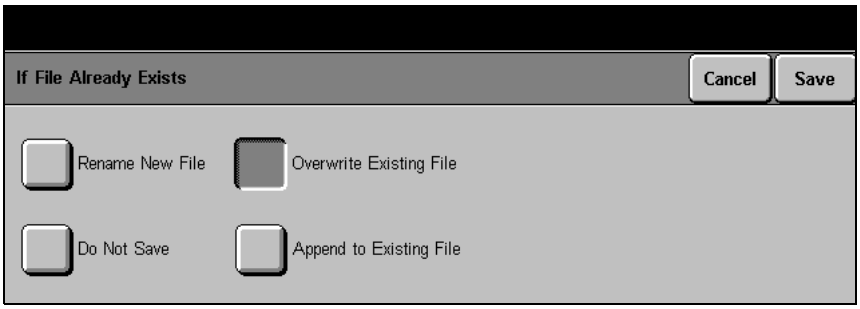
This feature is used to enter the login name and password of the filing location that the scanned image file will be stored in.



NOTE: Use this feature if filing to a private filing location or if there is a need to change the login information for the scanned job.

If File Already Exists

This feature determines how the scanned file will be stored in the repository. The default setting can be changed and applied to a scan job.



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There are four options available:

Filing Policy	Description
Rename New File	the Document Centre automatically names documents being scanned.
Do Not Save	the Document Centre names documents being scanned using a value defined by the user. If a file or folder with the same name already exists at the filing location it will not be overwritten by the device and the scan job is aborted.
Overwrite Existing File	the Document Centre names documents being scanned using a value defined by the user. If a file or folder with the same name already exists then that file is overwritten.
Append to Existing File	the Document Centre will add the scanned images to files that already exist in the filing location. This feature can only be used with a Single Page Tiff file format.

NOTE: Values are defined by the user using the Document Name option.

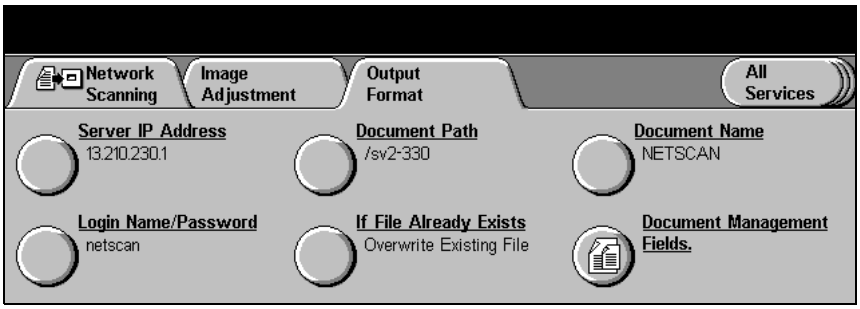
Document Management Fields

This feature is only available when a template contains *Document Management Fields* information. Templates containing *Document Management Fields* information are created using Internet Services or CentreWare Scan Services. For more information refer to *"Document Management Fields" on page 9-22*.

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NOTE: If *Document Management Fields* information has not been entered into a template then the button will not be selectable at the Document Centre.

Document Management Fields allow information to be stored with the scanned files. This information can be accessed by third party applications to retrieve or route the stored images.



A maximum of 6 entries can be displayed for editing at the Document Centre. Users may be offered default values for an entry and this value can be temporarily altered for the job being scanned

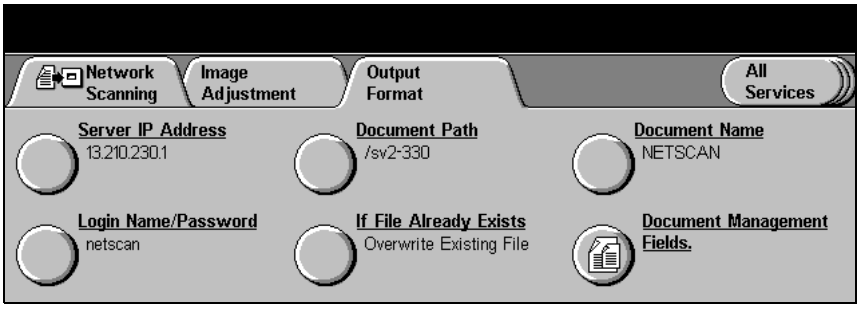
Document Management Fields information is stored in the job log (.xst) file along with the scanned image file.

Using a template containing Document Management Fields information

NOTE: A template containing Document Management Field information needs to be created. Refer to *"Document Management Fields" on page 9-22*

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- Place a document on the Document Glass or in the Document Feeder.
- Select **[All Services]**.
- Select **[Network Scanning]**.
- Select the required template containing Document Management Fields data. The Document Management Fields data contained in the template will be displayed on the touch screen.



Refer to the following to alter an entry:

- Select the required field on the touch screen.
- Enter the information required using the displayed keyboard. Select **[Save]**.

OR

- Select **[Edit Next Value]** to display the next available field.

NOTE: *Edit Next Value* will not be available if only one entry appears in the template or if the last entry has been selected.

- Select **[Save]**.
- Select **[Start]**. The job will now be scanned.

NOTE: Any changes that are made using this feature are discarded after the *Auto Clear* timer expires, or the *Clear All* button is selected.

If an attempt is made to submit another scan job with the same Document Management Fields entries then the previously entered data is automatically displayed to the user.

Refer to the following steps to manually change a Document Management Field entry:

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- Select **[Network Scanning]**.
- Select **[Output Format]**.
- Select **[Document Management Fields].** The current saved setting will be displayed.
- If required, select and change the options
- Select **[Save]**.

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Authentication Mode - Network Scanning

Authentication is used by the System Administrator to restrict user access to the features within *E-mail, Network Scanning* and *Server Fax* Services.

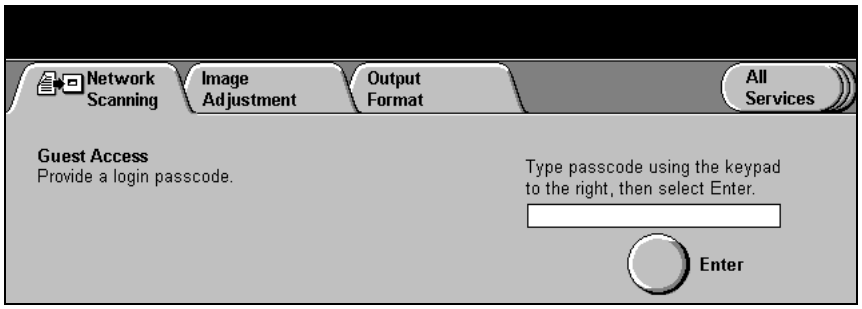
NOTE: If Authentication has been enabled it will be enabled for all three services.

The following steps may vary depending on the authentication mode set up by the System Administrator. Please contact the System Administrator for further assistance.

Login - Guest Access

A login passcode is required.

- Using the control panel keypad enter your passcode.
- Select **[Enter]**.

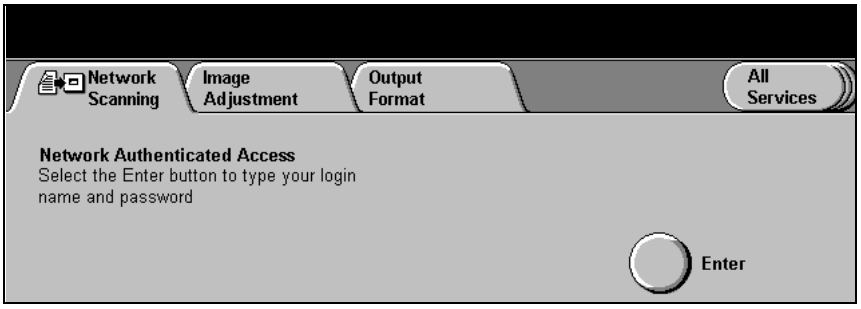


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Login - Network Authenticated Access

A login name and password are required.

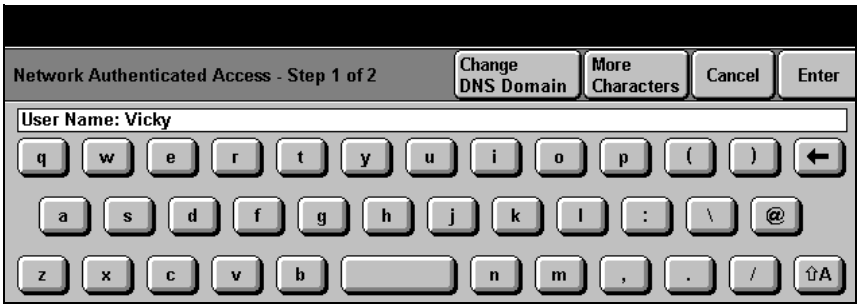
- Select **[Enter]**.



- Using the keyboard enter the network user name.

NOTE: Select **[More Characters]** if required.

- Select **[Enter]**.

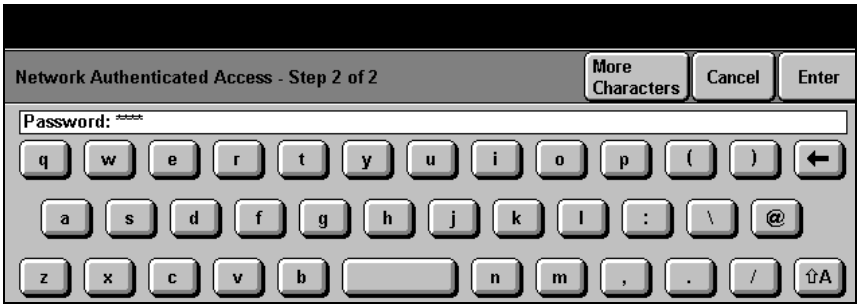


- Enter the network password.

NOTE: Select **[More Characters]** if required.

- Select **[Enter]**.

A pop-up message will be displayed. The machine is now processing the log-in request.



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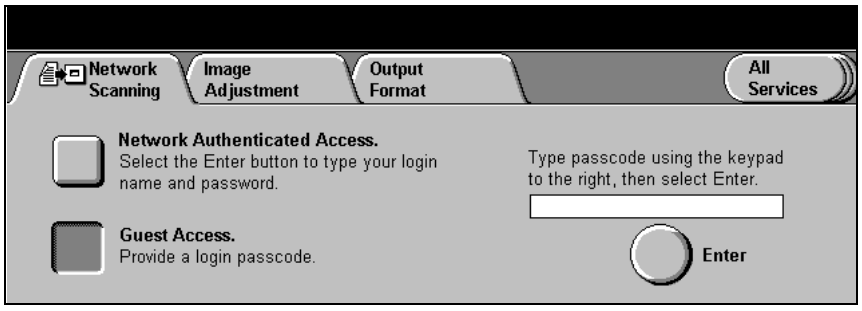
Login - Guest Access and Network Authenticated Access

Both *Guest Access* and *Network Authenticated Access* can be enabled together. This allows users to select how they wish to login.

- Select **[Network Authenticated Access]** and then select **[Enter]**.
- Enter the required login details.

OR

- Select **[Guest Access]**.
- Using the control panel keypad enter your passcode.
- Select **[Enter]**.


Network Scanning
Image Adjustment
Output Format
All Services
Network Authenticated Access.
Select the Enter button to type your login name and password.
Guest Access.
Provide a login passcode.
Type passcode using the keypad to the right, then select Enter.
Enter

Changing the Authentication Service

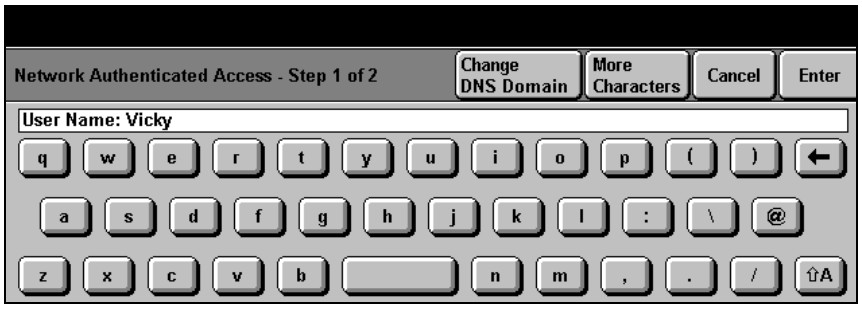
If previously configured by the System Administrator, users may select alternative authentication environments.

- If necessary, select **[Network Authenticated Access]**.
- Select **[Enter]**.

The environment name that appears in the **[Change]** button will vary depending on the network.

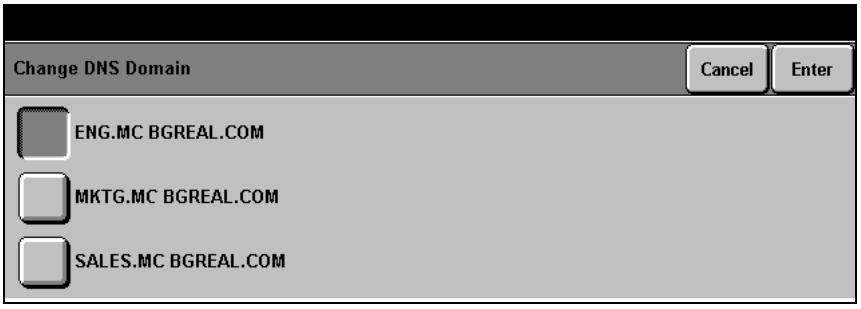
The example shown refers to a DNS Domain.

- Select **[Change DNS Domain]**.



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- Select the required network environment.
- Select **[Enter]** to continue.
- Complete login to User Name and Password.



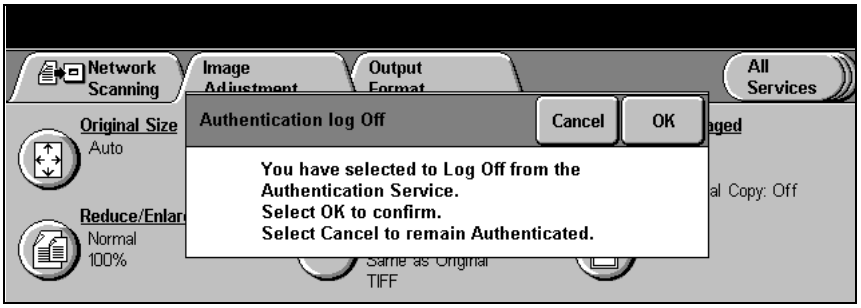
If required, please contact the System Administrator for further assistance.

Logging Off

- Select **[Access]** .

A warning message will be displayed.

- Select **[OK]**.



NOTE: If a user is logged on to Network Accounting or Auditron at the same time as Authentication, the user will be logged off the other service at the same time as logging off from Authentication.

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Managing Scan Jobs

Quick Pathway

- Select [Job Status] on the control panel.
- Select [Other Queues].
- Select [Scan Queue] or [Completed Scan Jobs Queue].

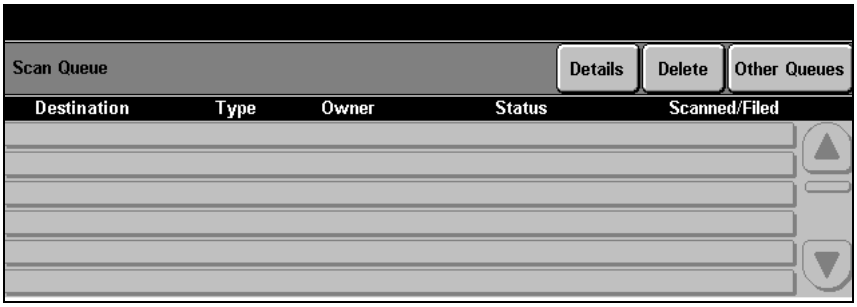
Managing the *Scan* queues consists of maintaining each job within the queue. Job management is performed on each individual job contained within the queue. Controlling jobs includes organising, advancing and initiating jobs based on their characteristics.

The *Scan Queue* and the *Completed Scan Jobs Queue* will only be available in *Job Status* after *Network Scanning or E-mail* has been enabled.

Scan Queue

The Scan Queue displays all active scan jobs. Once a job has been completed the job is deleted from this queue and displayed in the Completed Scan Jobs queue.

.



This queue maintains active and pending scan jobs. The *Scan Queue* can hold up to 50 jobs at one time. Active jobs appear at the top of the queue and completed jobs follow in descending order based on the job completion time.

When the queue reaches its capacity, the oldest jobs are deleted to make room for new jobs. If all 50 jobs are active and pending jobs, no new jobs will be added until an active job is completed.

Use the scroll buttons to move through the jobs in the queue.

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Destination this is the destination folder for the job.

Type the type of job, based on the network setup.

Owner the name of the template owner, as defined in the template file.

Status information about the progress of a job, such as active or faulted.

Scanned/Filed the number of sheets scanned and filed for active jobs.

Display displays information on the jobs contained in the *Scan* queue.

Use the toolbar across the top of the *Scan Queue* to manage the jobs.

Delete deletes the selected job.

Details displays additional information about a job in the *Scan* Queue.

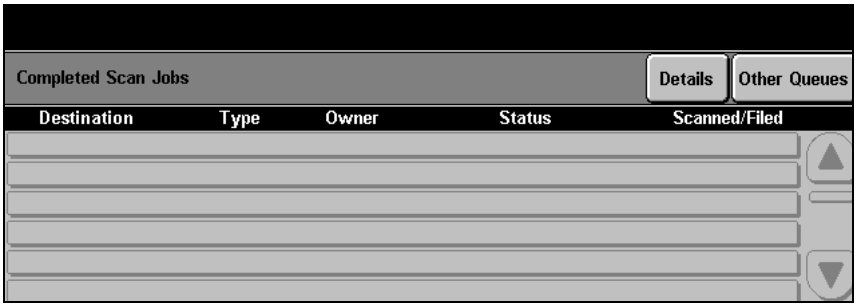
Other Queues displays the other job queues available

Completed Scan Jobs Queue

The *Completed Scan Jobs Queue* displays information on all *Completed Scan* jobs. Completed jobs are those that have been either successfully completed or cancelled due to a fault or at the user's request.

This queue can hold up to 50 jobs at one time. When the queue reaches its capacity, the oldest jobs are deleted to make room for new jobs.

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Use the scroll buttons to move through the jobs in the queue.

Destination this is the destination folder for the job.

Type displays the filing protocol used - either TCP/IP or NetWare.

Owner the name of the template owner, as defined in the template file.

Status information about a job, such as active or faulted.

Scanned/Filed the number of sheets scanned and the total number of pages already successfully stored at the remote location.

Display displays information on the jobs contained in the *Completed Scan Jobs* queue.

Use the toolbar across the top of the *Completed Scan Jobs Queue* to manage the jobs.

Details displays additional information about a job in the *Completed Scan Jobs* Queue.

Other Queues displays the other job queues available.

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7 E-mail

The *E-mail* option will only be available on the *DC440/432/425* if the machine is connected to the network and the optional *E-mail and Network Scanning* kit has been installed.

Using the E-mail feature users are able to send scanned images as e-mail attachments. Users can also add and remove recipients, change the *From* e-mail address and edit the *Subject* line of the e-mail message.

NOTE: Refer to the *CentreWare Customer Documentation* for more information.

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Standard Features

Quick Pathway

- **Select [Features] on the control panel.**
- **If necessary [All Services].**
- **Select [E-mail].**

Users can select the features available within the E-mail screen to enter the SMTP (Simple Mail Transfer Protocol) e-mail addresses, or search the internal / public address books to select the address information to build the address list for a job. Up to 128 recipient addresses can be entered in to the list.

The *E-mail* screen can be set up as the default on selection of the *Features* button.

NOTE: An SMTP-compliant e-mail address format must be used. For example, anyone@anycompany.com.

Please refer to the following page for information on how to use the E-mail feature. For more information about the features available refer to:

Image Adjustment - page 7-7

Output Format - page 7-13

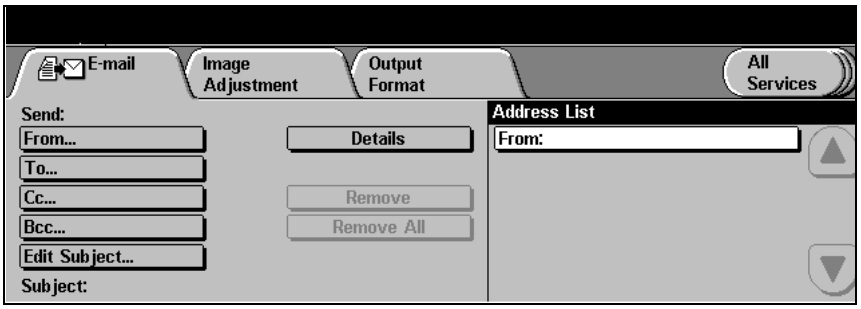
Authentication - page 7-14

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Entering a manual E-mail address

Using the touch screen keypad, users are able to enter e-mail addresses manually on the Document Centre.

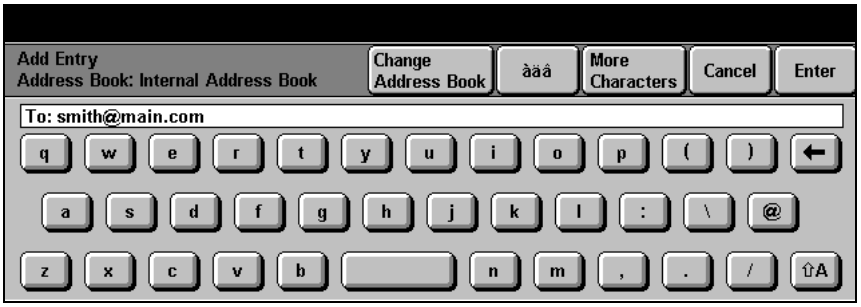
- Load document into the Document Feeder or place it on the Document Glass.
- Select **[E-mail]**.
- Select **[To]**.



- Using the keypad enter the recipient details.

NOTE: Use the buttons along the top to access further options.

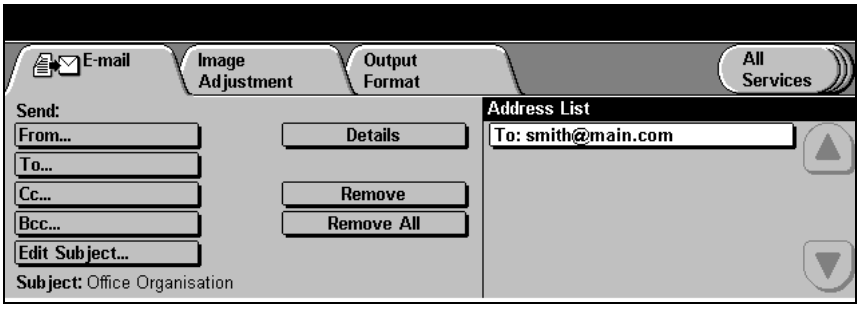
- Select **[Enter]**.



The address will appear in the Address List - refer to example.

- Repeat the above steps as required for *Cc, Bcc, From* and *Edit Subject*.

NOTE: The *From* address cannot be changed if *E-mail* has been accessed via the Authentication Mode.



- Select **[Start]** to scan the original and send the e-mail.

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Once an entry appears in the Address List users are able to select:

Details to display the recipient address details and *From* addresses.

NOTE: The Address information displayed is determined by how the address was originally added to the Address List - from the Internal Address Book, Public Address Book or entered manually. *Refer to "Using the Address Books" on page 7-4* for more information about Address Books.



***HINT:** When selecting a From entry a user can select the Reply to button to edit the Reply to address.*

Remove to delete the selected address.

Remove All to delete all the addresses. A confirmation pop-up message will be displayed.

Using the Address Books

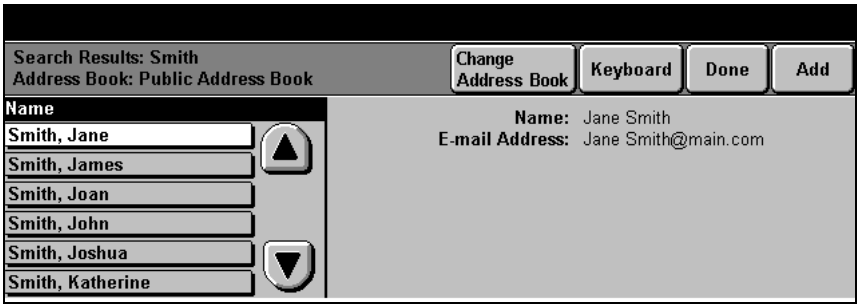
The *DC440/432/425* is able to support two types of e-mail address books. When an entry is made in the *To, From, CC,* or *Bcc* the Address Book displays search results for either or both configured address books.

If both address books are configured users can select the *Change Address Book* button to submit the search in the other address book

Please refer to the following pages for more information about the Public Address Book and Internal Address Book.

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Public Address Book



Stores external company addresses on the machine. Created by the System Administrator within Internet Services.

The *DC440/432/425* will accept a Public Address Book file that contains a list of user names and their e-mail addresses. This file must be of the CSV (Comma Separated Values) format for the device to be able to read the file contents.

NOTE: The majority of word processing packages will allow you to create a CSV file. A selection of e-mail applications will also allow you to export a list of users in the CSV file format.

The completed file is imported to the device via CentreWare Internet Services The *DC440/432/425* will not allow the import of an Public Address Book file that does not end with the .CSV file extension.

A valid CSV file is of the format <name>, <SMTP e-mail address>. For example the following are both valid format CSV file entries:

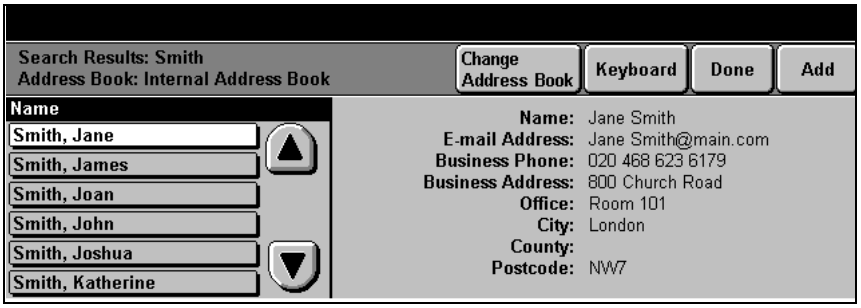
Smith, smith@company.com

"Smith, John",john.smith@company.com

NOTE: The order in which entries are displayed in the Public Address Book at the Document Centre will depend on how the entries are sorted in the CSV file.

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Internal Address Book



Otherwise known as the LDAP (Lightweight Directory Access Protocol) stores internal company addresses on the company network. The Internal Address Book is created by the System Administrator.

The Document Centre will display search results for the Internal Address Book as defined by the LDAP configuration. For example, an LDAP server can return a search enquiry "And" as "Andrew Smith" when the result "Andrews, James" may have been expected.

The <lastname, firstname> or, <firstname, lastname> display behaviour is controlled by the LDAP server and not the Document Centre.

NOTE: The LDAP configuration may also return other search results, for example "AndrewS" for the same search query.

If a user has successfully logged into a device with Authentication enabled and LDAP configured the *DC440/432/425* will attempt to automatically match the user's login name to their e-mail address. The user's e-mail address will then be used to populate the "From" e-mail address field. This enables recipients of e-mail jobs to identify the originator of the e-mail job.

NOTE: Users will not be able to change the user's "From" address if the user has logged in using Network Authenticated Access. This prevents untraceable e-mail jobs being sent from the Document Centre.

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Image Adjustment

Quick Pathway

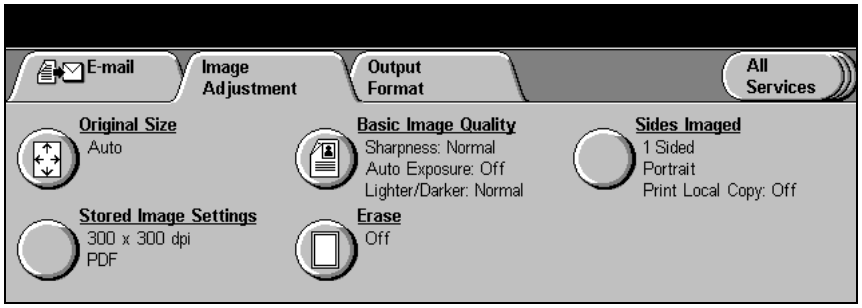
- **Select [Features] on the control panel**
- **Select [E-mail]**
- **Select [Image Adjustment]**

Use the *Image Adjustment* features to apply changes to the document being scanned.

NOTE: If E-mail is the default screen this tab will be called Added Features. On selection it will change to Image Adjustment.

Refer to the following for more information:

Original Size - page 7-8
Basic Image Quality - page 7-9
Sides Imaged - page 7-10
Stored Image Settings - page 7-11
Erase - page 7-12

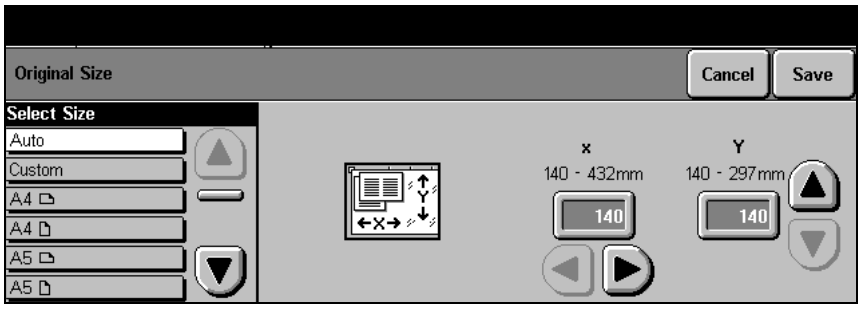


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Original Size

Used to enter the size of the document when scanning from the Document Glass or the Document Feeder.

- Select **[Original Size]**.
- Select the option required.
- Select **[Save]**.



Original Size Options

Auto accepts the machine's automatic size sensing. Do *not* use *Auto* for non-standard sizes. The machine cannot sense the size of non-standard documents.

NOTE: Auto is the default setting. *Mixed Size Originals* is always enabled to *Auto*.

Custom to define the size by programming the X and Y settings for non-standard sizes. Use either the scroll bars to enter the value or select a numeric box to display a pop-up screen and enter the value using the keypad displayed. This feature can only be used when a document is placed on the document glass.

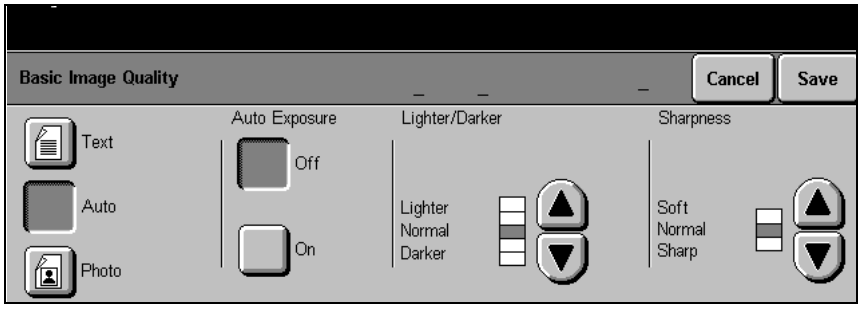
Standard pre-set document sizes automatically available in the *Paper Size* list. This feature can only be used when a document is placed on the document glass.

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Basic Image Quality

Adjusts the settings for the output.

- Select **[Basic Image Quality]**.
- Select the option required.
- Select **[Save]**.



Basic Image Quality Options

Text - used for scanning text, solids, line art, and halftones.

Auto - used to scan documents that contain halftones and mixed images.

Photo - used for scanning continuous-tone photographs and high-quality halftones.

Auto Exposure enhances documents that have coloured backgrounds.

Lighter/Darker adjusts the density of copies and scanned images in the *Text*, *Auto* and *Photo* mode.

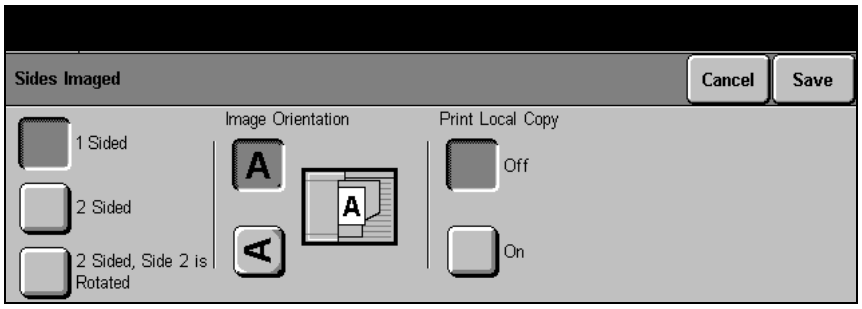
Sharpness enhances or decreases the sharpness level of fine lines and edges during *Photo* mode image processing.

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Sides Imaged

This feature enables users to scan a single-sided or double-sided job.

- Select **[Sides Imaged]**.
- Select the option required.
- Select **[Save]**.



Sides Imaged Options

1 Sided scans the document as a single-sided job. This is the default setting on the machine.

2 Sided scans the document as a head to head double-sided job.

2 Sided, Side 2 is Rotated scans the document as a head to toe double-sided job.

NOTE: The Document Feeder must be used when scanning 2 sided documents.

Image Orientation select this feature to identify the orientation of the image before scanning.

Print Local Copy This feature prints a single copy of the scanned image file on successful completion of the job.

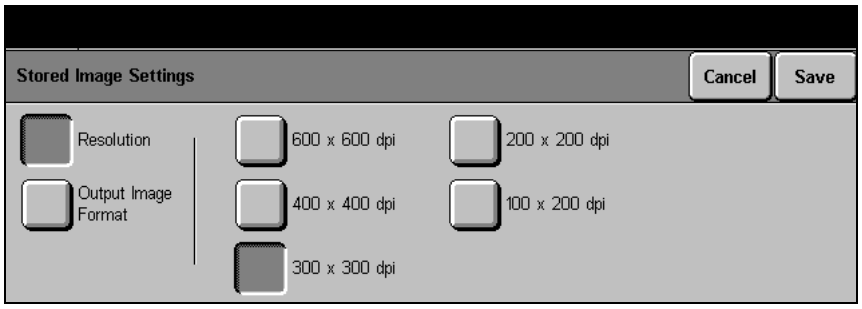
NOTE: Stapled output will not be available.

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Stored Image Settings

Defines the resolution and the file format in which to send scanned images.

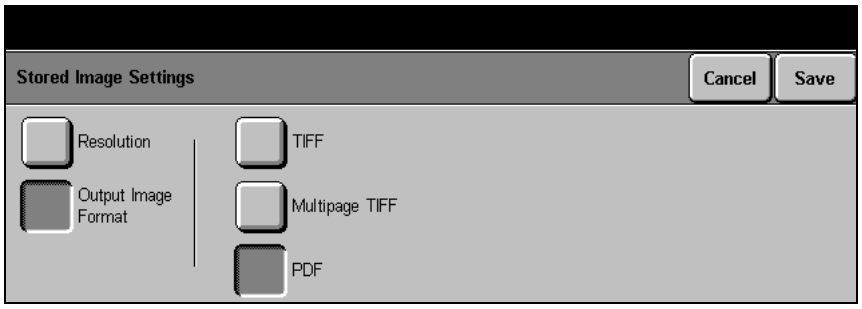
- Select **[Stored Image Settings]**.
- Select the option required.
- Select **[Save]**.



Stored Image Settings Options

Resolution defines the scan resolution options. Select from 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, or 100 x 200 dpi.

Output Image Format sets the format for scanned images to Tiff, Multipage Tiff or PDF files.



NOTE: The System Administrator sets up the default settings for *Resolution* and *Output Image Format* features via the Web UI.

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HINT: *Multi page and Single page TIFF files are formatted with the *.TIF extension. PDF files are formatted with the *.PDF file extension.*

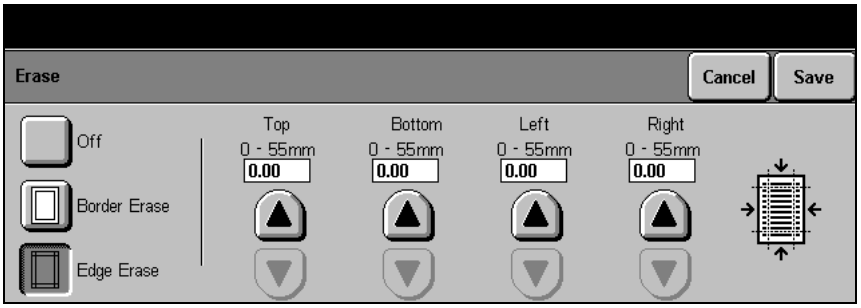
Erase

Erases unwanted marks from the edges of a scanned document.

- Select **[Erase]**.
- Select the option required.
- Select **[Save]**.



Erase Options



Off scanning is edge to edge.

Border Erase erases equal amounts (0–50 mm) from the top, bottom and both sides of the document.

Edge Erase erases amounts (0–50 mm) specified from the top, bottom, and both sides independent of each other.

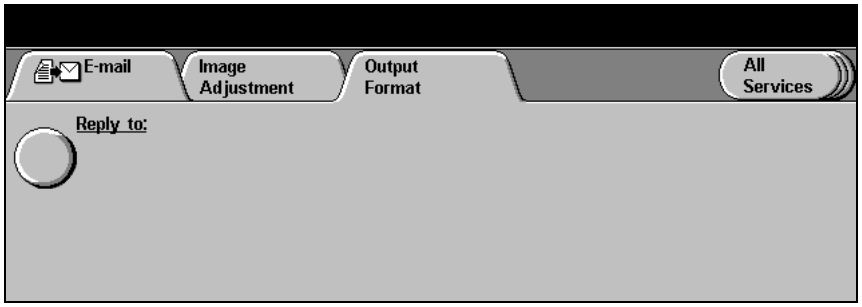
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Output Format

Quick Pathway

- Select [Features] on the control panel.
- Select [E-mail].
- Select [Output Format].

Select this tab to enter additional programming for the following:

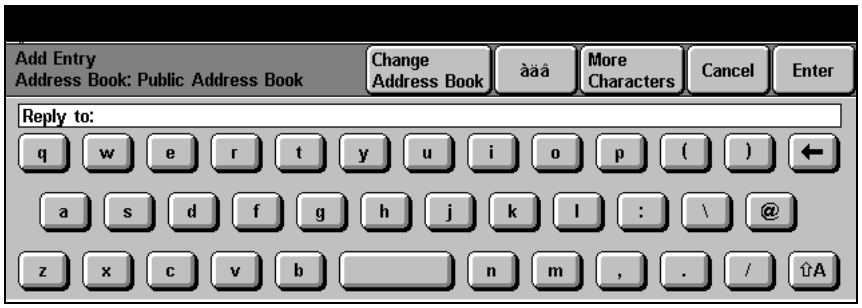


Reply to

Used to enter a reply to e-mail address or to search a configured address book.

NOTE: This feature can also be accessed from the *Reply to* button on the *From* details screen.

- Select **[Reply to]**.
- Enter the e-mail address using the keypad on the touch screen.
- Select **[Enter]**.



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Authentication Mode - E-mail

Authentication is used by the System Administrator to restrict user access to the features within *E-mail, Network Scanning* and *Server Fax* Services.

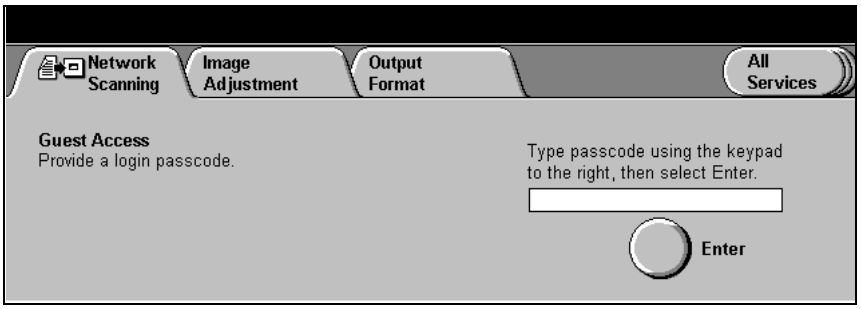
NOTE: If Authentication has been enabled it will be enabled for all three services.

The following steps may vary depending on the authentication mode set up by the System Administrator. Please contact the System Administrator for further assistance.

Login - Guest Access

A login passcode is required.

- Using the control panel keypad enter your passcode.
- Select **[Enter]**.

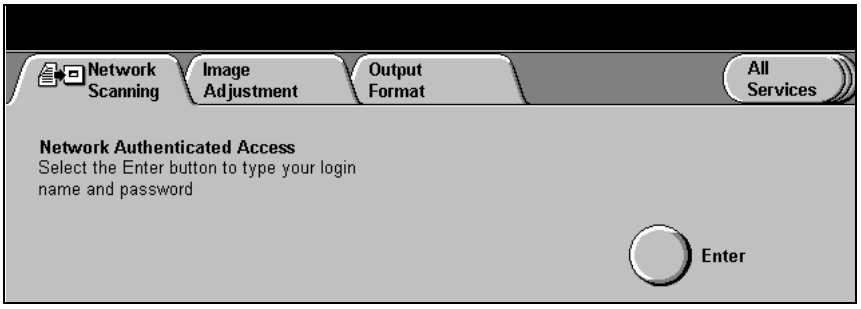


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Login - Network Authenticated Access

A login name and password are required.

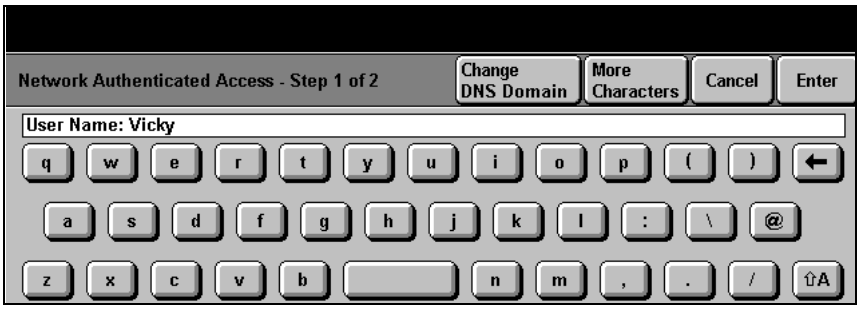
- Select **[Enter]**.



- Using the keyboard enter the network user name.

NOTE: Select **[More Characters]** if required.

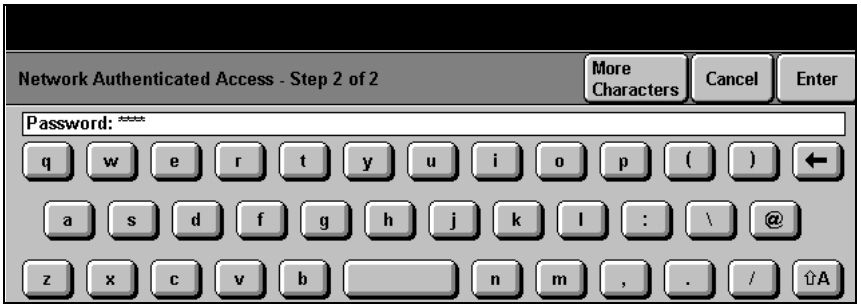
- Select **[Enter]**.



- Enter the network password.
- Select **[Enter]**.

NOTE: Select **[More Characters]** if required.

A pop-up message will be displayed. The machine is now processing the log-in request.



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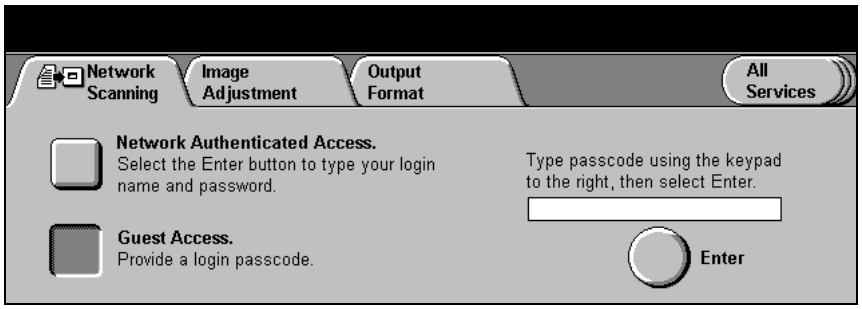
Login - Guest Access and Network Authenticated Access

Both *Guest Access* and *Network Authenticated Access* can be enabled together. This allows users to select how they wish to login.

- Select **[Network Authenticated Access]** and then select **[Enter]**.
- Enter the required login details.

OR

- Select **[Guest Access]**.
- Using the control panel keypad enter your passcode.
- Select **[Enter]**.


Network Scanning
Image Adjustment
Output Format
All Services
Network Authenticated Access.
Select the Enter button to type your login name and password.
Guest Access.
Provide a login passcode.
Type passcode using the keypad to the right, then select Enter.
Enter

NOTE: The *From* address cannot be changed if *E-mail* has been accessed via the Authentication Mode.

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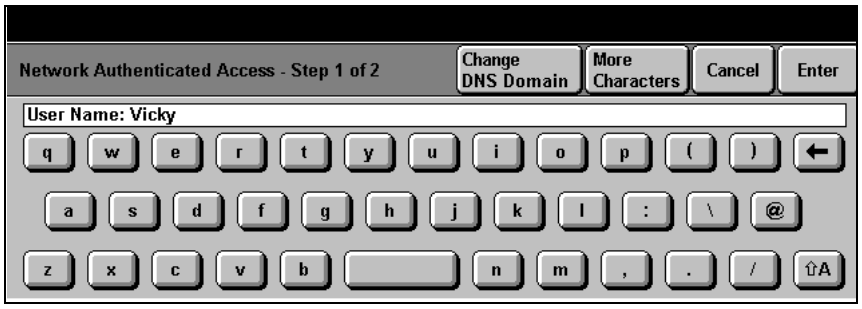
Changing the Authentication Service

If previously configured by the System Administrator, users may select alternative authentication environments.

- If necessary, select **[Network Authenticated Access]**.
- Select **[Enter]**.

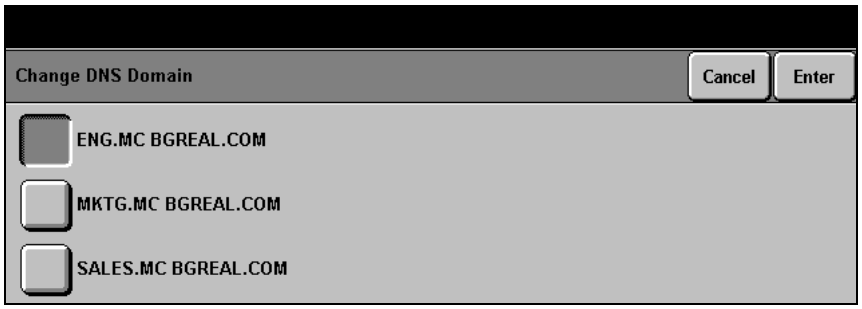
The environment name that appears in the **[Change]** button will vary depending on the network.

The example shown refers to a DNS Domain.



- Select **[Change DNS Domain]**.

- Select the required network environment.
- Select **[Enter]** to continue.
- Complete login to User Name and Password.



If required, please contact the System Administrator for further assistance.

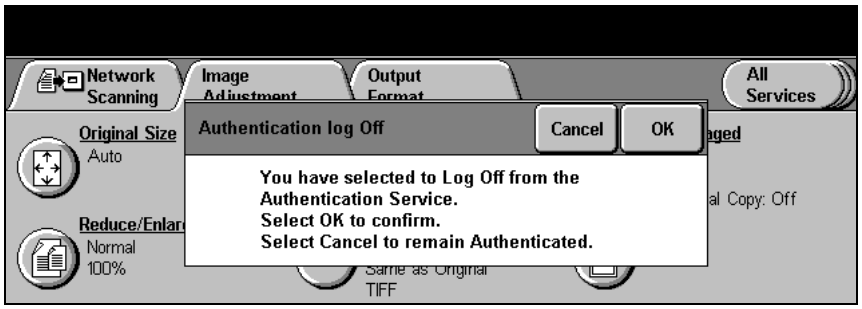
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Logging Off

- Select **[Access]** .

A warning message will be displayed.

- Select **[OK]**.



NOTE: If a user is logged on to Network Accounting or the Auditron at the same time as Authentication, the user will be logged off the other service at the same time as logging off from Authentication.

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Managing Scan Jobs

Quick Pathway

- Select [Job Status] on the control panel.
- Select [Other Queues].
- Select [Scan Queue] or [Completed Scan Jobs Queue].

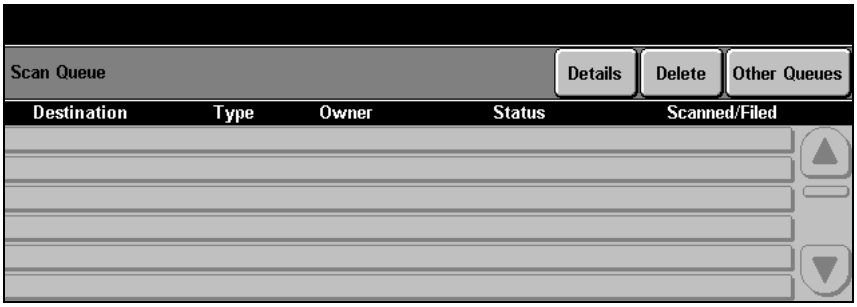
Managing the *Scan* queues consists of maintaining each job within the queue. Job management is performed on each individual job contained within the queue. Controlling jobs includes organising, advancing and initiating jobs based on their characteristics.

The *Scan Queue* and the *Completed Scan Jobs Queue* will only be available in *Job Status* after *E-mail and Network Scanning* has been enabled.

Scan Queue

The Scan Queue displays all active scan jobs. Once a job has been completed the job is deleted from this queue and displayed in the Completed Scan Jobs queue.

.



This queue maintains active and pending Scan jobs. The *Scan Queue* can hold up to 50 jobs at one time. Active jobs appear at the top of the queue, other jobs follow in descending order based on the job completion time.

When the queue reaches its capacity, the oldest jobs are deleted to make room for new jobs. If all 50 jobs are active and pending jobs, no new jobs will be added until an active job is completed.

Use the scroll buttons to move through the jobs in the queue.

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Destination this is the destination folder for the job.

Type the type of job, based on the network setup.

Owner the name of the template owner, as defined in the template file.

Status information about the progress of a job, such as active or faulted.

Scanned/Filed the number of sheets scanned and filed for active jobs.

Use the toolbar across the top of the *Scan Queue* to manage the jobs.

Delete deletes the selected job.

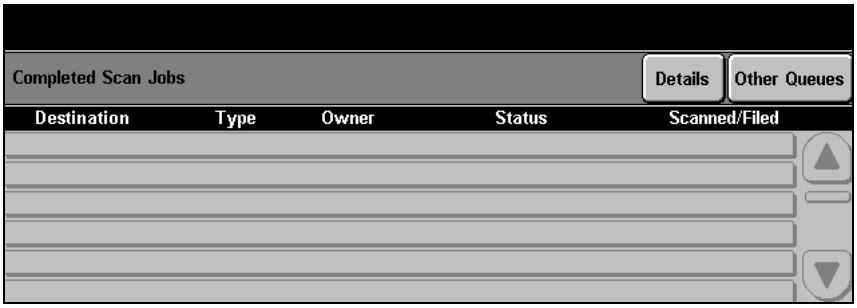
Details displays additional information about a job in the Scan Queue.

Other Queues displays the other job queues available

Completed Scan Jobs Queue

The *Completed Scan Jobs Queue* displays information on all completed scan jobs. Completed jobs are those that have been either successfully completed or cancelled due to a fault or at the user's request.

This queue can hold up to 50 jobs at one time. When the queue reaches its capacity, the oldest jobs are deleted to make room for new jobs.



Use the scroll buttons to move through the jobs in the queue.

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Destination	this is the destination folder for the job.
Type	displays the filing protocol used - either TCP/IP or NetWare.
Owner	the name of the template owner, as defined in the template file.
Status	information about a job, such as active or faulted.
Scanned/Filed	the number of sheets scanned and the total number of pages already successfully stored at the remote location. Use the toolbar across the top of the *Completed Scan Jobs Queue* to manage the jobs.
Details	displays additional information about a job in the Completed Scan Jobs Queue.
Other Queues	displays the other job queues available.

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8 Print

When the *Document Centre 440/432/425* is connected to the network, electronic jobs that require printing can be sent from a workstation directly to the machine.

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Print Driver Features

When selecting the *DC440/432/425* as the printer, the associated print screen will be displayed on the workstation.

Select **[Print]** from the toolbar in the software program to display the print screen.

The following pages describe the options that may be available on the print driver.

About tab provides the software version number and copyright information.

User Preferences tab selects *Document Monitor* to view status of print and fax jobs from a desktop, and the selection of custom default paper sizes.

System Configuration tab tick the boxes next to the options that are installed on the machine. Select paper sizes applicable to the Paper Trays.

Fonts lists the fonts available.

Paper/Output tab selects options such as the job type and the number of copies. The choices available are based on the options installed on the machine. Use the scroll arrows to change the default settings. To display the job type list, use the arrow scroll button next to *Normal Print.* (If the fax option is not connected, only the print types will be available.)

Available Job types:

- ***Normal Print***—displays the print driver screen features.
- ***Fax***—within *Fax Setup* are recipient, fax phone book, cover page and dial/send options.

NOTE: This is only available with LAN Fax.

- ***Delay Print***— delays processing a job until a later time. After selecting *Delay Print*, enter the time of day the job is to be processed. The job will be placed on hold until the specified time. The job is then released automatically and

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placed at the end of the list of pending jobs in the *Print Queue.* The job is then formatted and printed as a normal job.

Jobs can be released either locally or remotely, prior to the specified time. To release a job, select the job in the *Print Queue* and select *Release.* The job will be placed at the end of the pending jobs in the *Print Queue* and processed normally.

- ***Secure Print***— enables a password to be entered to protect a job. The job will be held in a queue and not printed until the same password is entered at the *DC440/432/425*.

  To print the job, select the job in the Print Queue and press the *Release* button. The *Secure Print Login* pop-up window prompts a password to be entered to release and print the job. If a time-out period is enabled and the job is not released during this time, the machine automatically deletes the job.

- ***Sample Print***— enables users to print and proof a single copy of a document before printing the remaining document sets/copies. The remaining sets are held in the Document Centre print queue until the job is released via the Document Centre control panel.

NOTE: When using this feature ensure that the Print dialogue in the application does not provide a Collate option. If it does, turn the Collate option OFF in order for the Sample Set feature to work properly. If Collate is not turned OFF, the application may submit the entire job as a single document.

- Layout/Watermarks tab

used to change the layout of a document and add watermarks. For example, to display the word DRAFT or CONFIDENTIAL diagonally across each page. This feature also adjusts the size and placement of the watermark and enables the review of a sample page. In addition, documents can be printed 1 Up, 2 Up and so on, up to 16 Up. *Booklet Creation* is also available from this screen.

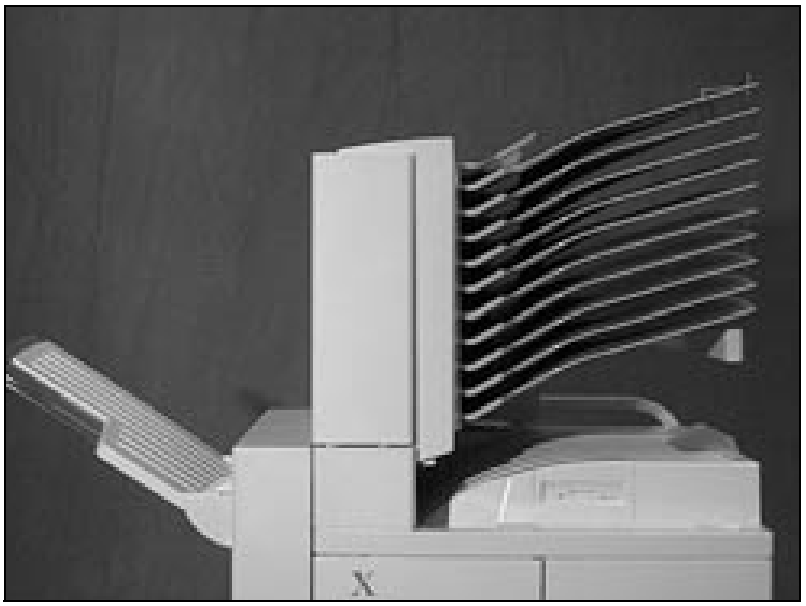
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Document Options tab	use this screen to select banner sheets, transparency separator pages and to set margins.
Image Options tab	use to select a negative image, mirror image, or bitmap smoothing for a document. This feature can also be used to adjust the brightness, contrast, resolution, and magnification. *Draft Mode* printing enables the document to be printed in a reduced quality mode, which uses less toner.
Graphics mode	selects specific options when printing graphics, for example raster or vector.
PostScript tab	use this screen to select the postscript output options and to compress Bitmaps, which saves memory and enables faster printing.
General tab	prints a test page.
Details tab	use to send print to a new port or a new network path, update or change print drivers and select time-out settings.
Capture Settings tab	enables selection of *Capture Print Port, Form* and *Job* (for example banner, copies). Use to map or remove the mapping to the network drive, change page dimensions and select a banner page, number of copies etc.

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Tower Mailbox

If the Tower Mailbox is fitted, print jobs can be sent to a mailbox bin. Mailboxes are normally assigned by the System Administrator. The mailbox contains 10 bins.



On the *DC440/432/425* each bin can accommodate A5/A4 long edge feed or A3 short edge feed paper sizes and can hold approximately 100 sheets of 80 g/m^2. Each bin contains a Bin Full sensor that indicates when the bin is full, and a message will appear on the workstation screen. Output is delivered face down in the bins.

NOTE: Envelopes should be fed to the centre tray only.

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Managing Print Jobs

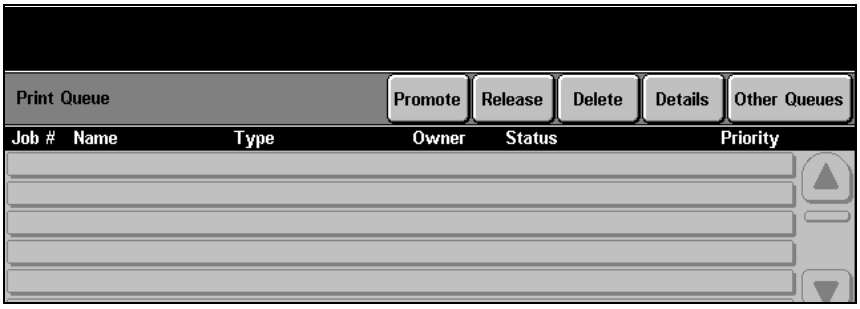
Quick Pathway

- **Select [Job Status] on the control panel**
- **The *Print Queue* will be displayed**
- **To display the *Completed Print Job Queue* select [Other Queues] and [Completed Print Jobs Queue]**

Job management can be carried out on each individual job contained within the *Print Queue*. The *Print Queue* maintains all pending and active jobs that are to be printed (Paused jobs are considered active jobs). These include network print jobs, Fax print jobs, report jobs and copy jobs.

Print Queue

The *Print Queue* can hold approximately 500 jobs at one time. Jobs are placed in the queue according to job priority and type. When full, the queue will not accept any more jobs. As space becomes available new jobs will enter the queue.



Job # a number is assigned to identify each job.

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Name the name of the job. For copy jobs, the default name *local* is used. For network print jobs and reports, the name of the file is used. For faxes received, the name is typically the remote fax ID number.

NOTE: Depending on the Third Party Server, different entries might be displayed for Server Fax jobs.

Type the type of job. For example, Copy, Fax, Print or Proof Print.

NOTE: Server Fax print jobs will be reported as *Fax Receive*

Owner if this feature is enabled the column will show the name of the person who submitted the job. For walk-up jobs, the default name displayed is local. For Embedded Fax jobs, no owner name is displayed. For Server Fax jobs, an owner name will be displayed. For LAN Fax jobs it will be the person who submitted the job.

Status information about the progress of a job, such as printing, scanning, formatting.

Priority identifies the printing priority assigned to the job type.

Use the toolbar across the top of the *Print Queue* to manage jobs. When a toolbar button is selected a pop-up window is displayed. Select *Confirm* or *Cancel* to complete the requested action.

Promote moves a job ahead of all other jobs that have the same status and priority. Only jobs with a Pending or Held status can be promoted. If more than one job with the same priority is promoted, the jobs will be arranged in first-in, first-out order. Jobs can be promoted at any time.

NOTE: It is recommended that jobs are only promoted in an emergency.

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Release removes the selected job from memory and completes it as instructed. Jobs are held due to missing resources for example, embedded fax, print, sample set, delayed print and secure print jobs.

Embedded Fax jobs can be labelled as Held due to incorrect paper size (the document size required is not available). Releasing a fax job forces the machine to print the fax on any available paper, which might require a reduction or other modification, it is held in memory until the problem is resolved.

A password is required to release a *Secure Print* job. Each user sets his or her password(s) at the network user application driver. Different passwords for each job, or one password for all jobs can be set. Other jobs in the queue bypass this job and are completed. After a problem has been resolved, or when ready to print the held job, select the job and touch *Release*.

Delete deletes the selected job from the *Print Queue*. After the job is deleted, all of the resources allocated to that job are also released. In an open system (no access control), any job can be deleted by any user. If an active job is deleted, it stops printing immediately and is placed in the *Completed Print Jobs Queue*, where it is listed as Cancelled by User. If a pending job is deleted, it is removed from the *Print Queue* and is placed in the *Completed Print Jobs Queue*, where it is listed as a cancelled job.

NOTE: Only the owner of a job should delete the job.

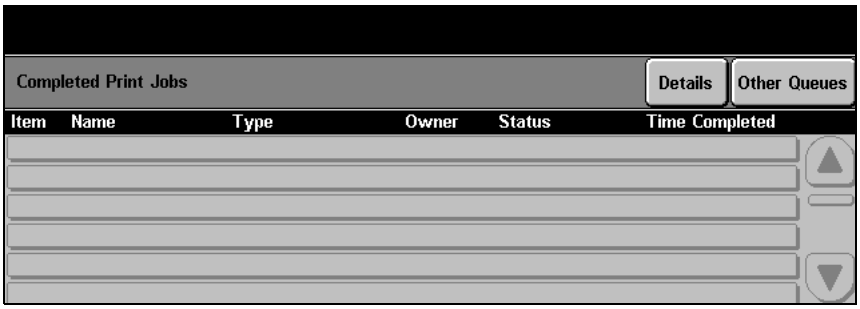
Details displays additional programming information about the jobs in the Print Queue. For held jobs, the Details screen includes information about how to release the job

Other Queues displays the other job queues available.

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Completed Print Jobs Queue

Maintains completed print jobs including Server Fax (received) jobs. Jobs are considered complete when they are successfully printed, or terminated at the user's request or due to a fault. The queue contains the last 50 completed print jobs. Jobs are maintained on a first-in, first-out basis and organized in order of completion.



Use the scroll buttons to move through the jobs in the queue.

Item the number in sequence for the job.

Name the name of the document or the remote terminal.

Type the type of job, for example Copy.

Owner the creator of the job. For print jobs, this is the person who submitted the job.

Status information about the progress of the completed job. This includes completed jobs, faulted jobs, jobs cancelled by users and jobs cancelled by the system.

Time completed the time and date when the job entered the queue.

Use the toolbar across the top of the *Completed Print Jobs Queue* to manage jobs.

Details displays additional information about the jobs in the queue.

Other Queues displays the other job queues available.

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9 Internet Services

Internet Services utilizes the embedded Web User Interface which enables communication between the HTTP server and the *DC440/432/425.* Internet Services can be used in conjunction with scanning, e-mailing, printing and faxing.

NOTE: This feature must be installed and set up by the System Administrator prior to use. After installation some of the Internet Services features will have restricted access. Contact the System Administrator for further assistance if required.

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Standard Features - Internet Services

By entering the IP Address of the *DC440/432/425* as the URL (Universal Resource Locator) in the Browser, direct access to the *DC440/432/425* is available.

NOTE: Microsoft Internet Explorer version 4.x or later, or Netscape Navigator 4.x or later, should be used. Other browsers may work, but could produce unexpected results.

When accessed, the Home Page for the Web UI displays with the following options:

- Services
- Queue
- Status
- Properties
- Maintenance
- Assistance

Interface Options

The following table describes the various programming options available when using Internet Services:

Function	Action
Pages	Displays the available features.
Frames	Normally a left or right frame. The left frame contains the *Document Centre* status information. On some pages, information in the left frame is shown in a tree or directory/ folder format. Selecting an icon or name will expand the tree and/or display further information in the right frame.
Feature pages	Divided into a left and right frame.

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Function	Action
Services Tab Radio Buttons	Accesses the Job Submission or Stored Template service area page.
Apply (new settings, settings)	Applies changes.
Cancel	Exits the page without updating.
Device Index	Accesses Internet Services index for the *Document Centre*.
Help	Context sensitive Help is provided with Internet Services. Use the *Help* buttons and menus to access further information.
Print/Fax Submission	Submits a job for printing or faxing.
Refresh (status, now, latest values, jobs)	Update the page with the new information.
Restore Settings	Returns the features to their last saved settings.
Restore Default Values	Returns the features to their default values.
Browse	Accesses the network or local directory paths. The Browse buttons do not appear if Internet Explorer version 3.0 or less is being used
Device Home	Accesses the *Document Centre* home page.
Queue	Refreshes the job listing.

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Services Tab

There are two options available within *Services*.

- *Job Submission* is used to submit print ready jobs to the *Document Centre*
- *Stored Templates* contains the templates created in Internet Services for controlling Scan to File jobs.

NOTE: Print files should not be larger than 6 MB.

Job Submission

- Select **[Services]**.
- Select **[Job Submission]**. Job Attributes will be displayed.

If required:

- Type in the number of copies.
- Using the drop-down lists, select other options.
- Type the path and file name or select **[Browse]** (if available) to locate the file to be used.
- Select the on screen green **[Start]** button to submit the job.

NOTE: Existing preformatted jobs do not take priority over options that are set in *Job Submission*.

Job Based Accounting (optional)

If *Job Based Accounting* has been setup on the *DC440/432/425* users will be prompted to enter a User Name and Account ID before submitting the job to the machine.

Refer to *"Job Based Accounting (optional)" on page 11-78* for more information.

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Stored Templates

Stored Templates allows users to create/modify and remove Scan to File templates that reside on the *Document Centre*. The template itself determines the settings specific to that Scan job. This option will only be available if Network Scanning has been enabled on the *Document Centre*.

- Select **[Services]**.
- Select **[Stored Templates]**.
- Select the specific stored template required for the job.

If necessary use the *new, delete* or *copy* buttons located at the top of the screen to create, remove or copy a template.

NOTE: If an entry has already been applied in *Document Management Fields* and a change is required, select either the *Add*, *Edit* or *Delete* buttons located on the right hand side of the *Document Management Fields* box to create, modify or delete an entry for the template. Select *Add New Field* to save the entry. Refer to *"Document Management Fields" on page 9-22* for more information about this feature.

- Go to the *Document Centre* and select **[Scan]** on the Touch Screen.
- Select the template.
- Load the documents and select **[Start]**.

For more information about *Stored Templates* refer to *"Template Management" on page 9-16*.

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Queue Tab

The *Queue* tab enables users to promote, delete or release a job in the *Document Centre* print queue.

NOTE: There is a time delay in refreshing the true status of deleted and promoted jobs. Select *Refresh Job* after deleting or promoting a queued print job.

- Select **[Queue]**. The *Document Centre* queue information will be displayed.
- Select **[Refresh Jobs]** to update the job list.
- Select the required job and then select either:
  - **[Promote]** to process the job before processing other jobs in the queue

NOTE: Only jobs that are *pending* can be promoted.

  - **[Delete]** to remove the job from the print queue.
  - **[Release]** to allow the job to process.

NOTE: As standard, all users can promote and delete any print job. Contact the System Administrator for further assistance.

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Status Tab

The *Status* tab allows users to review the current status of the input and output trays available on the *Document Centre*.

- Select **[Status]**. The status of the *Document Centre* displays in the left frame. The tray status, including the size, colour and type of media, tray availability and output tray is displayed in the right frame. Use the scroll bars to view more information.
- Select **[Refresh Status]** to update the information.
- Select **[Reboot Machine]** to remotely reboot the machine.

NOTE: The *Reboot* button can only be accessed by the System Administrator.

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Properties Tab

Properties are the settings that control the *Document Centre* and how it operates.

The settings contained within the *Properties* tab can only be modified by System Administrators.

- Select **[Properties]**.
- Select the option required.

Refer to the following table for more information about the options available.

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Properties Features

Feature Name	Action
General Setup:	**System** Contains the job option defaults and the actual location of the *Document Centre*. **Job Management** Provides the System Administrator with the ability to set permissions for the category of user who may delete jobs from the Queue. **Media Size Conversion** Used for the conversion of A4/A3 and letter/ ledger size paper for printing. When enabled the *Document Centre* will check the status of the paper trays for the paper size required for printing. If a tray is not configured for the required paper size the system will convert the job to print on a size that is available. **Contention Management** These settings control the scan, print and fax job priorities. Copy priority is fixed at 3 and cannot be changed. Print and Fax priorities can be adjusted, however if Fax is not enabled the Fax priority will not apply. **Power Saver** Sets the timings for the power saver feature on the *Document Centre*.
Printer Languages:	Contains PostScript, PCL or TIFF setup options for the *Document Centre*.
Connectivity:	The following two options will be available: **Interfaces** Used to modify the Port Configurations. **Protocols** Use to modify the network protocols.

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Feature Name	Action
Services:	Allows System Administrators to view or set parameters for stored templates, set up repositories / template pools, modify the default template and modify printer settings. **Internet Messaging** The System Administrator uses this feature to set up default e-mail features and functionality. This feature will only be available once E-mail has been installed on the machine. • **General -** this is where the transmission details are set up for outgoing messages • **E-mail Settings -** used to enter the E-mail IP address. This feature displays the properties related to Defaults and Message Content. • **LDAP (Lightweight Directory Access Protocol) Directory -** displays the properties related to the LDAP server. • **Public Address Book** - this feature is available when any Internet messaging service that uses machine-stored addresses is installed on the machine. **Authentication Server** This feature allows the System Administrator to set up the required network defaults and settings to support the e-mail feature. This feature will only be available once E-mail has been installed on the machine. • **General -** displays the Authentication Type applied and its associated properties. **Stored Templates** **General** Accesses the defaults for scan jobs. • **Append to Existing File** - the scanned document is added to the previously scanned files under the specified document folder.

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Feature Name	Action
Services cont...	• **Overwrite Existing File** - the scanned document overwrites the previously scanned files under the specified document folder. • **Do Not Save** - when scanning to file, the newly scanned files are created under a new document folder that matches the document name specified in the template's File service. • **Rename New File** - when scanning to file the new document is given a generated name that is derived from the date and time stamp of the file server. **Repository Setup** Selects a file server repository for configuration. **Template Pool Setup** Used to set up a server for the template pool. **Default Template** Provides a basic format and options for scanned, printed, or faxed documents. System Administrators can modify the default templates. The settings defined here are the defaults for the user templates that are selected in *Services, Stored Templates*. **Print Setup** Specifies the printing defaults for the *Document Centre.* **Server Fax Setup** Enables the System Administrator to set up the Fax Repository from the Web.
Accessories:	Only available if the Tower Mailbox is fitted as an accessory to the *Document Centre*.

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Feature Name	Action
Portfolio:	Contains the *Document Centre* service information. Xerox and system contact information, the *Document Centre* profile, fault history and billing meters are also included here.

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Maintenance Tab

Maintenance provides a way to view and test printer functions on the *Document Centre*.

- Select **[Maintenance]** and the option required.
  - **Font Listing** displays a listing of PCL and PostScript fonts.
  - **Print Test Page** enables a test page to be printed at the machine.
  - **Reports** displays a list of the reports that are available for printing.

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Assistance Tab

Use *Assistance* to access the internet links for software, browser and Xerox support.

- Select **[Assistance]**.
- Select the option required to access the relevant information.

NOTE: The Customer Support and Service numbers entered here will also be displayed on the *DC440/432/425*.

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Scanning with Internet Services

This section explains the components, functions and procedures for Network Scanning or Scan to File. Refer to the *Document Centre 440/432/425 System Administration Guide, Chapter 6* of this *User Guide* and the *CentreWare documentation* for more information.

Public and Private Repositories

Repositories are directories or filing destinations set up on a server where files and saved documents created by scanning are held. Documents can be scanned to either a public or private repository.

Public repositories are validated by Internet Services when defined by the System Administrator as a scanning destination. These repositories are set up on the *Properties, Services, Stored Templates, Repository Setup* page. The application checks for the existence of the scanning username, password and path. Up to five public repositories (1 default and 4 additional) can be defined. After the repositories are set up, they are available to users as choices when modifying templates.

Private repositories are not validated by Internet Services and therefore, when defining private repositories, the directory specified must exist on the file server or local drive. Private repositories are specific to a particular template and can be defined by administrators on the *Properties, Services, Stored Templates, Default Template* page or by users on the *Services, Stored Templates* page. When a template containing a private repository is selected by the user, the correct user name and password to access that filing location must be entered at the *Document Centre*.

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Template Pools

Template pools are directories where scanning templates reside. With Internet Services, an existing directory on a file server can be designated as a pool for *DC440/432/425* templates.

Template Management

Templates are used for scanning, faxing or printing jobs at the *DC440/432/425* control panel. Users can select a template to use “as is,” or use Internet Services to create a brand new one, or modify an existing one.

The following three buttons are used to manage templates in *Services/Stored Templates*:

Button	Operation
[New]	Creates a new template with the default template attributes.
[Delete]	Deletes the selected template.
[Copy]	Copies the selected template to a new renamed template.

Template Summary

Individual Template Summaries are accessed via *Services, Stored Templates* or *Properties, Services, Default Template* and contain information about the template’s current scan, print, or fax settings. The summary contains the template name and the selected services for the template, along with the parameters specified for each defined service.

NOTE: Templates with the ‘@’ symbol at the beginning of a name are created with Internet Services. These templates cannot take advantage of the distribution capabilities of Network Scanning Services.

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Template Services

Services provide the file, fax, print and scan parameters for template operation. These are defined by the System Administrator on the default template, but users can change the parameters of a template in *Stored Templates* by creating a new template or modifying an existing template. For example, a private repository can be defined in a File Service for a specific scanning template. The minimum requirement is that either File or Fax Service needs to be specified for a template.

The following table shows the available File, Fax, Print Local Copy and Scan Services that can be defined in a template and the available parameters or options for each service. These appear in the Services checkbox in a template.

Services	Parameters	Description
File	**Scan to PaperPort Desktop**	Indicates that the template is used for scanning with the Visioneer PaperPort application.
	Filing Destination	Defines the address or path for the network location for scanned document files.
	Protocols	Protocol in use on the network, either TCP/IP or NetWare.
	Repository Type	Public or private repository for scanned document files.
	File Server IP Address (TCP/IP)	Server IP address and optional port number.
	Server Name (NetWare)	Name of the server.
	Server Volume (NetWare)	Netware Volume name.
	NDS Context (NetWare)	NDS context.
	NDS Tree (NetWare)	NDS tree.

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Services	Parameters	Description
	Login Name	Login name used to access the Filing location
	Path to Document (NetWare) **Directory Path (TCP/IP)**	This is the location where files will be transferred to on the server. For Netware, this can include an absolute or relative NDS Context (in addition to a volume name and directory path) if the path to where the files are to be transferred is in a different NDS Context than the NDS Context of the Netware login.
	Filing Policy	Defines how to store scanned output files. Valid choices are Overwrite, Append, New Exact, New Auto Generate.
	Document Name	Defines the folder name for Single-Page TIFF image files, or the name of the image for PDF or Multi-Page Tiff.
	Output Image Format	Offers a choice of 3 formats - PDF, TIFF or TIFF (Multi-page).
	Suppress Job Log	This will cause the job log to “not be transferred” with the scanned data/ files.
Fax	**Immediate or Delayed**	Send fax now or at a specific time.
	Fax Recipients	Where the fax is sent to.
	Phone Number	Fax number of the recipient.
	Phone List	Add or delete fax numbers from the *Document Centre* phone list.

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Services	Parameters	Description
Print Local Copy	**Number of Copies**	Defines how many copies to print.
	Staple (if Finisher option is available)	Staples the printed output.
Scan	**Basic**	Selects scanned input and output document settings.
	Original Type	Type of document that is being scanned. Selections are: **Auto** - the *Document Centre* automatically determines the type of input document. **Text** - input documents that are primarily composed of text, line art, or solid areas. **Photo** - input documents primarily composed of photos.
	Auto Exposure	Compensates for the low-density quality of an original document and produces an output image with a background that is mostly white.
	Lighten/Darken	Adjusts the brightness of the scanned images in relation to the lightness or darkness of the original paper document.
	Sides Imaged	Selects the number of sides (single/ double-sided) to scan and how the pages are scanned (Head to Head or Head to Toe).
	Resolution	Selects the dots per inch.

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Services	Parameters	Description
	Sharpness	Selects the sharpness and clarity of the images on the document being scanned.
	Image Size	Sets the page dimensions for the input and scanned document file.
	Original Size	Select the dimensions of the input document. The original size can be detected as auto, pre-set or custom.
	Stored Size	Set the dimensions of the output document. **Same as Original** (default) - automatically creates an output image which matches the dimensions of the scanned document. **Pre-Set** - specifies a standard supported size for the output document. **Custom** - specify a unique size for the output document.

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Services	Parameters	Description
	Reduce/Enlarge	Sets reduction or enlargement. Selections are: **Auto** - automatically computes the proper size of the scaled image so that it can fit within the output document dimensions without cropping. **Normal** - enables the Scale Preserving Aspect Ratio field which enables reduction or enlargement of an image proportionately. Type the percent (50 - 200) required to reduce or enlarge the image. **Custom** - enables the Scale Without Preserving Aspect Ratio field which enables reduction or enlargement of an image disproportionately. Type the percent (50 - 200) you wish to reduce or enlarge the image.
	Edge/Border Erase	Choose this setting to erase the spots, punch holes, staple marks, folds, or any other dark lines which may appear around the edge of an original document. You can erase marks which appear in the outer 0 to 15 mm of the page. Selections are: **Off** - no marks will be erased. **Border Erase** - enables you to erase equal amounts of area on each side of a page. **Edge Erase** - enables you to erase disproportionate areas on each side of a page.

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Document Management Fields

The *Document Management Fields* feature allows users to include variable programmable data with a job when it is being scanned to a repository. The scanned job will be stored with this information in the Job Log. The Job Log can then be accessed by third party software and the *Document Management* information retrieved with the scanned file.

The following describes the options available when creating a template with *Document Management Fields* information:

Field Name: defines a name for the *Document Management Fields* data. This value is not shown on the *Document Centre* touch screen. The Field Name is used by the third party software to access the *Document Management Fields* data. Up to 128 characters can be entered. This option cannot be left blank.

Control Panel Prompt: defines the prompt message that is to be displayed to the user at the *Document Centre*. Up to 50 characters can be entered although only 25 characters will be displayed on the touch screen. This option is displayed, but cannot be edited at the touch screen.

Default Value: defines the actual data that is to be assigned to a particular **Control Panel** Prompt. This value can contain any value, including blanks and can be edited by the user at the machine. Up to 128 characters can be entered although only 60 will be displayed at the machine.

The Field Name, **Control Panel** Prompt and Default Value are referred to as a single *Document Management Fields* entry. Up to six entries can be programmed for each template.

NOTE: Contact the Xerox representative for more information about the Third Party Software that can be used to access image files referenced with *Document Management Fields* data.

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Template Operations

Once a System Administrator has defined the repositories and default templates, the templates are available for use. Users can access and modify templates within *Stored Templates*. Refer to the following for information on creating, copying and modifying a template.

NOTE: The default template cannot be deleted.

Creating a new template:

- Select **[Stored Templates]**.
- Select **[New]**. The Default Template's settings are used to create the new template.
- Enter the template details.
- Select a service for the template.

NOTE: A File or Fax Service must be defined for a template.

- Select **[Apply]**.

The new template appears in the left frame and is created with the specified name.

- Select **[Scan]** and/or **[Fax]** and/or **[File]** as appropriate in the template and apply any additional changes to the template, which relate to the selected service and select **[Apply New Settings]**.

NOTE: Use the *Add*, *Edit* or *Delete* buttons to create, modify or delete a *Document Management Field* entry.

Modifying a template:

- Select **[Stored Templates]**.
- Select the required template.
- Select the service area to modify and make changes.
- Select **[Apply New Settings]**.

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- To return the template to its last saved values, select **[Restore Settings]**.

NOTE: Use the *Add*, *Edit* or *Delete* buttons to create, modify or delete a *Document Management Field* entry.

Copying a template:

- Select **[Stored Templates]**.
- Select the required template.
- Select **[Copy]**. A copy of the template automatically appears on the screen.
- Enter a new name for the template, an optional template description and if required, the owner of the template.
- Select **[Apply]**. An exact copy of the original template (all service parameters remain) with the new name will appear in the left frame.
- Select this template and make any required changes.

NOTE: Use the *Add*, *Edit* or *Delete* buttons to create, modify or delete a Document Management Field entry.

Deleting a template:

- Select **[Stored Templates]**.
- Select the template that is to be deleted.
- Select **[Delete]**. The template is automatically deleted from the left frame and the screen returns to the **[Stored Template]** banner page.

Scan to File

Prior to scanning a document and creating an electronic file, users must firstly set up the parameters for the job on a template within Internet Services. The template can then be

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selected and the hard copy document scanned in at the *DC440/432/425*. The scanned files are then saved to either a public or private repository.

Scanning to a public repository:

- Create a scan template for Scan and File Services. Refer to *"Template Operations" on page 9-23* for information on creating a template.
- Select the template. In the template's File service, select **[Public]** as the Repository and choose a path from one of the pre-defined repository servers.
- Select the template at the *Document Centre* control panel.
- Scan the document at the *Document Centre*. The document is scanned to the public repository.

To scan to a private repository:

- Create a scan template for Scan and File Services. Refer to *"Template Operations" on page 9-23* for information on creating a template.
- Select a template and change the path to a private repository by selecting *Private* as the Repository Type in the template's File Service and entering a new path.
- Select the template at the *Document Centre* control panel. Enter the private repository password in *Added Features, Filing Setups, Login Name/Password.*
- Scan the document at the *Document Centre*. The document is scanned to the private repository.

Retrieving a Scanned Document using PaperPort

NOTE: This feature is intended for use with CentreWare 4.1SP2 or earlier. It is not used when scanning using CentreWare 5.1 or later.

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To edit an electronic file, first scan the document, then retrieve it in a TIFF editing application, such as PaperPort.

- Create a scan template for Scan and File Services. Refer to *"Template Operations" on page 9-23* for information on creating a template.

Or

- Select **[Scan to PaperPort]** in the Internet Services template.
- Select the template at the *Document Centre*
- Scan the document. The document is scanned to the repository.
- Access **[PaperPort]** and retrieve the scanned document file within PaperPort.



HINT: *For best results select Text in Original Type.*

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Scan to Fax

To save time when sending faxes, users can set up Scan to Fax templates using Internet Services.

- Create a template for Fax Services. Refer to *"Template Operations" on page 9-23* for information on creating a template.
- Enter the recipient's fax number. A maximum of 100 characters can be entered.

NOTE: Select *Add* to add the number to the phone list or highlight a number in the list and select *Delete* to remove the number from the list.

- Select the fax template at the *Document Centre.*
- Scan the document. The document is faxed.

NOTE: *Scan to Fax* jobs cannot be accessed or modified at the Document Centre.

Scan with Local Copy

A hard copy document can be scanned and converted into electronic format and printed.

- Create a template in Internet Services for File and Print with *Local Copy Services*. Refer to *"Template Operations" on page 9-23* for information on creating a template.
- Select the features required for the template.
- Select the template at the *Document Centre*.
- Load the document and select **[Start]**.
- The document is printed according to the *Local Copy* settings in the template.



HINT: *Templates that will Fax and Print Local Copy can be selected using this feature.*

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Problem Solving

Refer to the following questions if experiencing a problem using Internet Services. For further assistance contact the System Administrator.

- Are you using the correct browser version?
- Did you enter the correct IP address for the *Document Centre* in the browser?
- Is the *Document Centre* filtered or blocked on the network?
- Is the *Document Centre* inside a firewall?
- Is the *Document Centre* configured for HTTP?

NOTE: If the network is experiencing connection performance problems, do not use the proxy server.

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10 Paper and other media

The *DC440/432/425* is designed to use a variety of types of paper and other media. This chapter offers information about loading paper and other types of media into the *DC440/432/425* as well as recommending the different types of paper and media that can be loaded in to the various paper trays on the machine.

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Loading paper

When a paper tray is opened, the *DC440/432/425* assumes more paper is to be loaded. The touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper. Please refer to page *3-18* for more information about programming the paper tray attributes.

Preparing paper for loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.



HINT: *To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.*

Loading the paper trays

Depending on the *DC440/432/425* configuration, up to four paper trays will be available.

NOTE: If the machine is processing a job, do not open the active paper tray.

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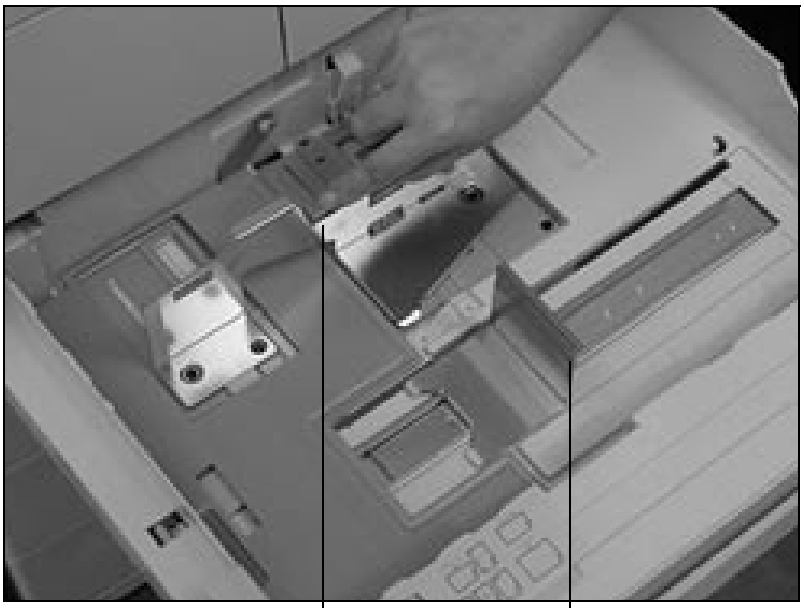
- Pull out the paper tray towards you.
- The *Tray Attributes* window will be displayed on the touch screen.



☞ ***HINT:*** *To avoid jams and misfeeds do not load paper on top of paper that may still be in the tray. Remove the paper, and reload it on top of the new stock loaded.*

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- If required, move the paper tray guides to accommodate the new paper size.
  - To adjust the side guide, lift the guide and slide the guide to its new position. If not positioned correctly the guide will not slot into place.
  - To release the rear guide push down on the tab and slide the guide to its new position. The tab will reset once the guide is correctly in place.
- Make sure that the guides lock tightly into place. If the paper is not firmly against the sides of the paper tray and the guides, paper jams may occur.



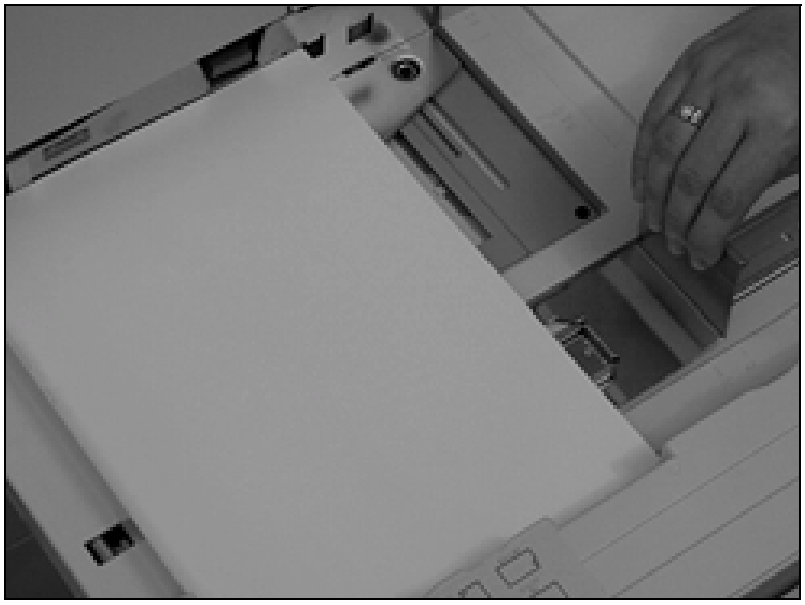
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- Referring to the tray labels, load the paper neatly into the tray. An arrow is imprinted in the left-front corner of each paper tray. Place one corner of the stack of paper tightly into the corner of the tray, covering the arrow.
- Take care not to fill above the maximum fill line.



- If the paper tray guides have been moved, slide the guides so that they are just touching the paper loaded in the tray.
- Close the paper tray.
- Select **[Confirm]** in the *Tray Attributes* window.

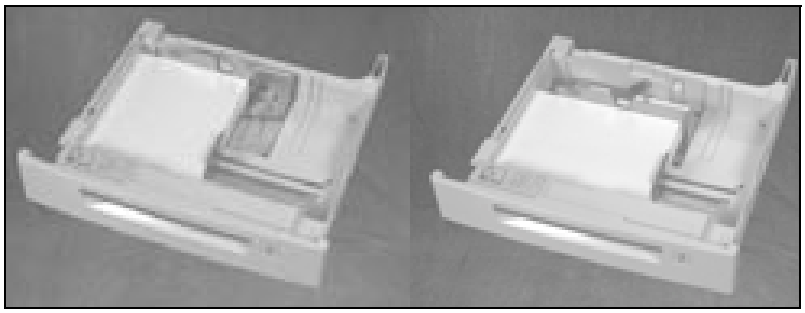
NOTE: If loading a different paper type or colour, reprogramme the features as required in **[Change Attributes]**.



NOTE: Although paper does not have to be loaded in the same orientation as the documents, the *DC440/432/425* runs at a slightly slower speed when jobs require rotation.

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Paper can be loaded either short edge feed or long edge feed, however the default orientation is long edge feed.



Long Edge Feed (LEF) Short Edge Feed (SEF)

NOTE: Mixing paper standards can lead to image loss.

The Bypass Tray

The Bypass Tray can be used for a variety of different media stock. Refer to the table on page *10-13* for more information.

The Bypass Tray is located on the left hand side of the machine. A tray extension, to accommodate larger paper, is provided.

After loading media stock in the Bypass Tray the *Change Attributes* pop-up window will be displayed on the touch screen. Reprogramme the paper type, size or colour, to match the stock loaded.

NOTE: To reduce unnecessary fuser and paper feed jams it is important that the paper size, colour and type programmed in the *Change Attributes* window for the Bypass Tray is identical to the paper stock loaded.

☞ ***HINT:*** *To ensure excellent performance when loading stock of* 120 g/m^2 *or heavier, it is recommended that the Heavyweight option is selected as the Type in the Tray Attributes screen.*

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Bypass Tray with the Left Tray

- Following the copier labels, load the paper neatly into the bypass tray ensuring that the paper stack is registered to the front right hand corner. Take care not to fill the tray above the fill line.
- Slide the rear guide towards the paper until it is just touching the edge of the stack.



Bypass Tray with the High Capacity Tray and Finisher

- Slide the High Capacity Feeder and Finisher unit away from the machine.
- Load the Bypass Tray as described on the previous page.
- Slide the unit back to the machine.



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HINT: *If unwrapping a new packet of paper with the seam side of the packet face up, turn the paper over when loading it in to the Bypass Tray. This prevents curled output.*

The Envelope Tray (optional)

The Envelope Tray only fits in the Tray 1 position. A maximum of 70 envelopes of 90g/m^2 weight and any size envelope between 164 x 99 mm and 253 x 177 mm can be loaded. Mailing envelopes must be at least 101 mm wide and between152 and 240 mm long. Reliable envelope sizes include DL and C5. Reliable envelope styles include Wallet and Pocket types.

NOTE: Envelopes must only be copied single-sided.

CAUTION: To prevent unnecessary damage to a tray after it has been removed always make sure that it is placed or stored on a smooth surface, for example a desk top.

NOTE: The Envelope Tray can only be inserted in place of Tray 1.

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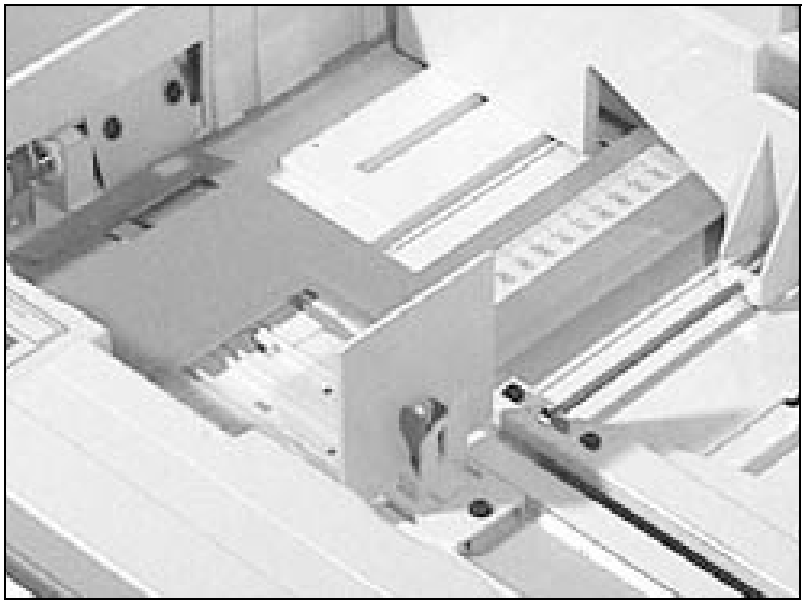
Loading the Envelope Tray

- Pull open tray 1 and, holding the tray on either side, gently lift the tray and remove it from the machine.
- Insert the envelope tray.

NOTE: When the envelope tray is inserted, the touch screen changes to display *Envelope Tray Attributes*. Select *Confirm* to accept the size shown or select *Change Envelope Size* to change the size.



- Adjust the guides in the tray to accommodate the size of the envelopes.
- Load large envelopes long edge feed with the envelope flap face down in the tray.
- Side flap envelopes should be loaded with any folded edges to the right.
- Place the envelopes in the tray with the opening of the envelope face down. For DL wallet envelopes the flap should be to the left.



NOTE: Make sure that the paper tray guides are just touching the envelope stock loaded.

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The High Capacity Feeder (optional)

The High Capacity Feeder is an option on the *DC440/432/425.* Although the High Capacity Feeder is designed to accept 60 to 200 g/m² paper, it can hold 2000 sheets of 80g/m²paper.

NOTE: To ensure maximum performance when loading stock of 120 g/m² or heavier, it is recommended that the *Heavyweight* option is selected as the *Type* in the *Tray Attributes* screen.

Loading the High Capacity Feeder:

- Use the handle on the front to pull open the High Capacity Feeder. The elevator in the tray lowers.
- The *Tray Attributes* window will be displayed on the touch screen.
- Place the paper tightly against the right hand side of the tray.
- Close the High Capacity Feeder. The elevator rises and positions the paper for use.
- Select **[Confirm]** in the *Tray Attributes* window.



NOTE: If loading a different paper type or colour, reprogramme the features as required in *Change Attributes.*

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Auto Tray Switching

This feature has to be enabled on the machine. Contact the Key Operator for further assistance.

Once enabled, if loading more than one tray with paper of the same size and type, the *DC440/432/425* automatically switches from one tray to the other, if the active tray runs out of paper. This is called *Auto Tray Switching.* However, the *DC440/432/425* will not automatically switch to a tray that contains a different size, type, or colour of paper.



HINT: *The Bypass Tray can also be used with Auto Tray Switching.*

When not in use, the paper trays can be opened and paper can be loaded while the *DC440/432/425* is running. However, do not open the active tray. This will cause the machine to stop.

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Storing and Handling Paper

Always use high-quality, xerographic grade paper in the *DC440/432/425*.

Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper:

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Store paper flat on a shelf or pallet above floor level.
- Leave the paper wrapped and boxed until ready to be used.
- Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

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Other media

A variety of media types can be used in the *DC440/432/425*. Check the following table for special considerations.

NOTE: Although 60-90 g/m^2 bond paper is an acceptable weight, the machine might experience a problem with paper curl when feeding lightweight paper. Whenever possible, use 80-90 g/m^2 bond paper.

Media Uses and Special Considerations

Media	Use	Specifications
A6 Postcard Paper **NOTE:** A6 paper should not be fed to the Finisher or the Mailbox.	Postcards, small forms	• ***Trays 1, 2, 3, 4:*** do not use in these trays. • ***Bypass Tray:*** load SEF (postcards cannot be duplexed). To print on both sides, feed paper through the Bypass Tray, then turn the paper over and feed through the Bypass Tray again to print on the second side. • ***High Capacity Feeder:*** do not use in this tray.
A5 Statement Paper	Billing, account statements	• ***Tray 1:*** load LEF, 500 sheets maximum (80 g/m^2) paper. • ***Trays 2, 3, 4:*** do not use in these trays. • ***Bypass Tray:*** load LEF, 50 sheets maximum (80 g/m^2) paper. When printing from a workstation, load paper SEF; when making copies, load LEF.

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Media	Use	Specifications
A4 Letter Paper	Standard documents, letters, forms	• ***Trays 1, 2, 3, 4:*** load SEF or LEF, 500 sheets maximum (80 g/m²) paper. • ***Bypass Tray:*** load SEF or LEF, 50 sheets maximum (80 g/m²) paper. (A4 SEF paper cannot be fed from the bypass tray when printing network jobs). • ***High Capacity Feeder:*** load LEF, 2000 sheets maximum (80 g/m²) paper.
A4 Recycled Paper	Standard documents	• ***Trays 1, 2, 3, 4:*** load SEF or LEF, 500 sheets maximum (80 g/m²) paper. • ***Bypass Tray:*** load SEF or LEF, 50 sheets maximum (80 g/m²) paper. (A4 SEF paper cannot be fed from the bypass tray when printing network jobs) • ***High Capacity Feeder:*** load LEF, 2000 sheets maximum (80 g/m²) paper.
216 x 356 mm Legal Paper	Legal documents	• ***Trays 1, 2, 3, 4:*** load SEF, 500 sheets maximum (80 g/m²) paper. • ***Bypass Tray:*** load SEF,50 sheets maximum (80 g/m²) paper. • ***High Capacity Feeder:*** do not use in this tray.

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Media	Use	Specifications
A3 (*the DC440/432/425 requires 64MB of memory otherwise the machine will not print on these sizes)*	Over-sized or enlarged documents, ledgers	• ***Trays 1, 2, 3, 4:*** load SEF, 500 sheets (80 g/m^2) paper. • ***Bypass Tray:*** load SEF, 50 sheets (80 g/m^2) paper. • ***High Capacity Feeder:*** do not use in this tray.
A4 Drilled Paper	3-, 4- and 7-ring binders	• ***Trays 1, 2, 3, 4:*** load LEF with holes on the left (for duplexing, load with the holes on the right), 500 sheets maximum (80 g/m^2) paper. • ***Bypass Tray:*** load LEF with the holes on the right (for duplexing, load with the holes on the left). Load SEF with the holes facing the back of the machine (for duplexing, load with the holes facing the front of the machine) 50 sheets maximum (80 g/m^2) paper. • ***High Capacity Feeder:*** load LEF with the holes on the right (for duplexing, load with the holes on the left), 2000 sheets maximum (80 g/m^2) paper.

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Media	Use	Specifications
Preprinted paper, Letterhead	Business communication, mailings and advertising materials	• ***Trays 1, 2, 3, 4:*** load SEF or LEF, face up (for duplexing, load face down). • ***Bypass Tray:*** load SEF or LEF, face down (for duplexing, load face up). • ***High Capacity Feeder:*** load LEF, face down, 2000 sheets maximum (for duplexing, load face up). Start with a test run; use paper that has preprinted materials from ultraviolet cured or oxidative inks whenever possible.
Tabbed paper	Pages that have extended tabs to separate pages	• ***Trays 1, 2, 3, 4:*** do not use in these trays. • ***Bypass Tray:*** load a maximum of 10 tabbed sheets, LEF, with the tabs on the outside. • ***High Capacity Feeder:*** do not use in this tray.
Envelopes *Refer to page 10-8 for more information.*	For mailings	• ***High Capacity Feeder, Trays 1, 2, 3, 4 and Bypass Tray:*** do not use in these trays. • ***Envelope Tray:*** (replaces Tray 1) load with the opening facing down.The gummed edge should be on the trail edge.

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Media	Use	Specifications
Inserts, coloured stock (standard size)	Dividers	• ***Trays 1, 2, 3, 4:*** load SEF or LEF, 500 sheets maximum (80 g/m^2) paper. • ***Bypass Tray:*** load SEF or LEF, 50 sheets maximum (80 g/m^2) paper. • ***High Capacity Feeder:*** load LEF, seam side down
8, 12, 16 and 24-up Xerox labels *(33-up labels may not give maximum performance and are not recommended)*	Self-adhesive labels for envelopes and packaging	• ***Trays 1, 2, 3, 4:*** load LEF or SEF, face up. • ***Bypass Tray:*** load LEF or SEF, face down. • ***High Capacity Feeder:*** load LEF, face down. ***HINT:*** *For maximum performance it is recommended that labels should only be loaded into the paper trays when required. On completion of the job the labels should be removed and replaced in the box.*

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Media	Use	Specifications
Card stock (typically 200 g/m^2.)	Covers, signs, business cards	• ***Trays 1, 2, 3, 4:*** do not use in these trays. • ***Bypass Tray:*** load LEF or SEF, face up. Maximum performance may not be achieved when feeding 160 g/m^2 - 200 g/m^2 SEF stock. • ***High Capacity Feeder:*** load LEF, face down. **NOTE:** To ensure maximum performance when loading stock of 120 g/m^2 or heavier into the Bypass Tray or High Capacity Feeder, it is recommended that the *Heavyweight* option is selected as the *Type* in the *Tray Attributes* screen.
Cover stock	Booklets	• ***Trays 1, 2, 3, 4:*** load LEF or SEF, face up. • ***Bypass Tray:*** load LEF or SEF, face down. • ***High Capacity Feeder:*** load LEF, face down.

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Media	Use	Specifications
Transparencies (clear, removable strip and paperbacked). (Paperbacked transparencies can be used but may not give maximum performance).	Presentations and overhead projection data	• ***Trays 1, 2, 3, 4:*** load LEF or SEF with the removable strip down and on the left. Paperbacked transparencies should not be fed from these trays. • ***Bypass Tray:*** load LEF or SEF, paper or removable strip up. Always feed paperbacked transparencies long edge feed only with the glued edge as the feed edge. No special instructions for clear transparencies. • ***High Capacity Feeder:*** load LEF, paper and removable strip up, with the glued edge as lead edge. Always feed paperbacked transparencies long edge feed only with the glued edge as the feed edge. No special instructions for clear transparencies.

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11 Setups

The *DC440/432/425* is designed to enable machine and feature default settings to be customised to meet local requirements.

This chapter contains an explanation and step by step instructions for customizing the various defaults available on the machine, plus general information regarding the procedures.

This chapter is for the *Owner, Key Operator* and *System Administrator* of the machine.

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Setup Procedures

During manufacture, certain settings for features and functions of the *DC440/432/425* are programmed into the machine. Once the machine is installed, the Setup Tools can be used to change these settings to suit the user's environment.

To change the settings, a user enters a PIN (Personal Identification Number). Depending on the access rights assigned to the PIN, any or all of the following tools can be accessed to allow the various settings to be changed.

NOTE: It is recommended that Setups should not be accessed until the machine has completed its power on sequence.

For further information about assigning PINs, refer to "Access Rights" on page 11-82.

Key Operator Tools

If a PIN is entered that has been assigned 'Key Operator' access rights, the user can set up or change the machine and feature settings. These include some or all of the following, dependent on machine configuration.

Machine Setups enable machine specific default settings to be changed or set up, including paper tray defaults, machine date and time settings, the touch screen display, machine timers and reports.

For further information refer to "Machine Setups" on page 11-6.

Fault Override is used to disable a faulty component so that other components and features may still be used.

For further information refer to "Fault Override" on page 11-19.

Copy Setups enable the Copy specific default settings to be changed or set up.

Refer to "Copy Setups" on page 11-28 for further information.

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Fax Setups enable the Fax specific default settings to be changed or set up.

Refer to "Fax Setups" on page 11-37 for further information.

System Administrator Tools

If a PIN is entered that has been assigned 'System Administrator' access rights, the user can set up or change the settings for the Network Scanning, E-mail, Fax and Print features.

Refer to "System Administrator Tools" on page 11-3 or the DC440/432/425 System Administration Guide for further information.

Auditron Administrator Tools

If a PIN is entered that has been assigned 'Auditron Administrator' access rights on the *DC440/432/425*, the user can set up or change the Auditron settings.

The Internal Auditron is a feature which records machine usage by account and restricts usage and/or access.

Refer to "Internal Auditron" on page 11-70 for further information.

Job Based Accounting refers to an external device available on network configured machines only. An external accounting system server is used to store account data.

Refer to "Job Based Accounting (optional)" on page 11-78 for further information.

Foreign Interface Device refers to an external control device such as a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system installed on the system.

Refer to "Foreign Interface Device" on page 11-80 for further information.

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Owner Tools

If a PIN is entered that has been assigned 'Owner' access rights, the user can set up or change:

Access Rights the allocation of Key Operator, System Administrator, Auditron Administrator and Owner Access Rights.

Refer to "Access Rights" on page 11-82 for further information.

Changing the Settings

Access the Setup Tools

When the *DC440/432/425* is delivered, it contains a default password *(#22222)* which can be used to provide access to the *Setup Tools* prior to PINs and Access Rights being assigned.

NOTE: #22222 is the default System Administrator password on machine installation. It is recommended you change this password. Please contact your Xerox Service Representative for further assistance

- Select **[Access]** on the Control Panel.
- A pop-up window will be displayed on the Touch Screen.
- Select **[#]** on the Control Panel and use the number keypad to enter the default password - 22222.
- Select **[Enter]** in the pop-up window.

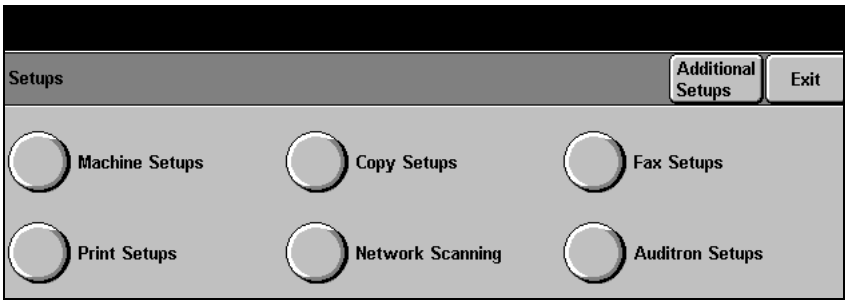


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The following Screen is displayed and contains buttons for the types of setups available.

- Select the button for the setups to be changed.

NOTE: If necessary select *Additional Setups* to access the Setup feature required.



- Select **[Save]** or **[Cancel]**.
- Select **[Exit]** to return to the Walkup Screen.

For more information about *Network Scanning and Print Setup* instructions, please refer to the *DC440/432/425 System Administration Guide.*

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Machine Setups

Quick Pathway

- **Select [Access] on the Control Panel** 
- **Enter *Key Operator PIN - see NOTE***
- **Select [Machine Setups]**

Machine Setups contains the procedures for changing the default settings for the *Document Centre*. Refer to the following pages for more information:

Paper Trays - page 11-8
Date/Time - page 11-9
Walkup Screen - page 11-11
Timers - page 11-11
Contention - page 11-13
Report Languages - page 11-15
Touch Screen Contrast - page 11-16
Customer Support No. - page 11-16
Paper Sizes - page 11-17
Machine Serial Number - page 11-17
Xerox Supplies Number - page 11-18

Fault Override instructions are also included on page *11-19*.

NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered.

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Access the Machine Setups

- Select **[Access]** on the Control Panel.

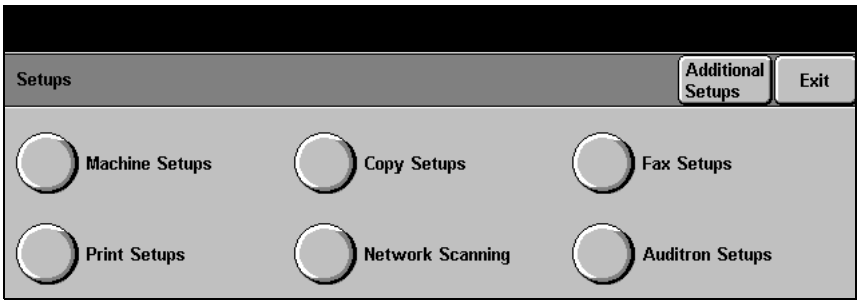
A pop-up window will be displayed on the Touch Screen.

- Select **[#]** and use the number keypad to enter a *Key Operator PIN - see NOTE.*
- Select **[Enter]** in the pop-up window.

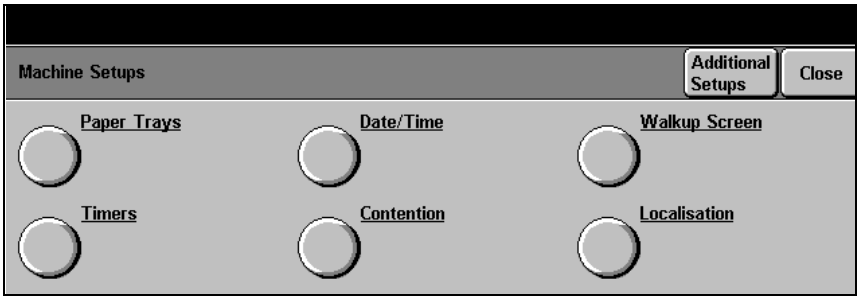


NOTE: The default password - #22222 - may be used if PINs have not been assigned. *Refer to "Access Rights" on page 11-82 for more information.*

- Select **[Machine Setups]**.



- The *Machine Setups* screen is displayed.

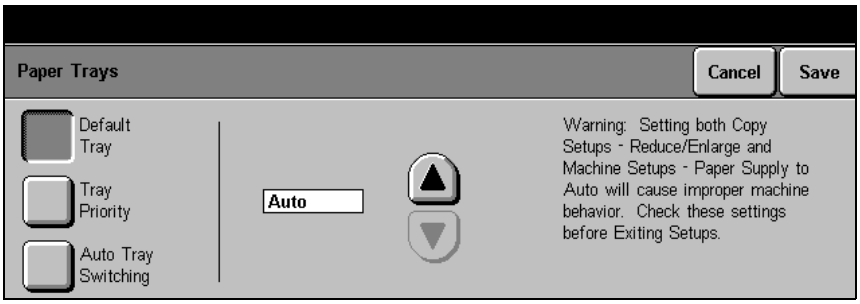


NOTE: Additional Setups accesses more Machine Setup features. Select this button if the feature required is not displayed on the initial Machine Setups screen.

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Paper Tray Setups

- Select **[Paper Trays]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.


Paper Trays
Cancel
Save
Default Tray
Tray Priority
Auto Tray Switching
Auto
Warning: Setting both Copy Setups - Reduce/Enlarge and Machine Setups - Paper Supply to Auto will cause improper machine behavior. Check these settings before Exiting Setups.

Default Tray

Select the scroll buttons to select the paper supply default setting - the list contains only the paper trays available with the machine configuration. The chosen setting will be displayed prior to other selections made by the user.

If *Auto* is selected as the default setting, the paper tray is selected automatically to match the size and orientation of the originals.

Tray Priority

Select the order in which the machine searches the trays for available media.

To change the settings, assign a priority to each tray. Number 1 is the highest priority and, depending on how many trays are available, 4, 5, or 6 will represent the lowest priority, Each number can only be assigned once.

NOTE: This feature is not available on the *DC425* single tray configuration.

Auto Tray Switching

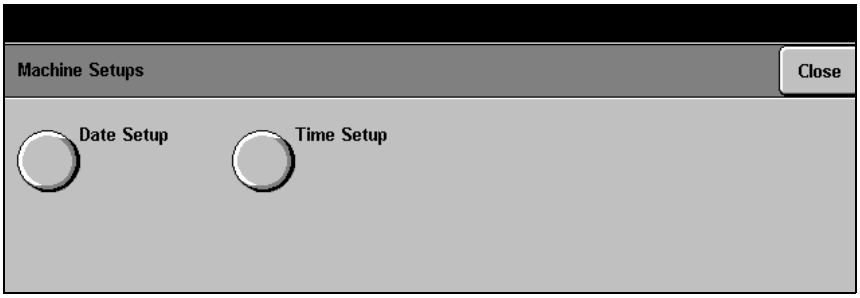
Use the scroll buttons to select or de-select this feature. *On* sets the machine to automatically switch to another paper tray when the selected tray is out of paper. Another tray must contain paper of the same size, type and orientation for automatic switching to occur. To de-select this feature, select *Off.*

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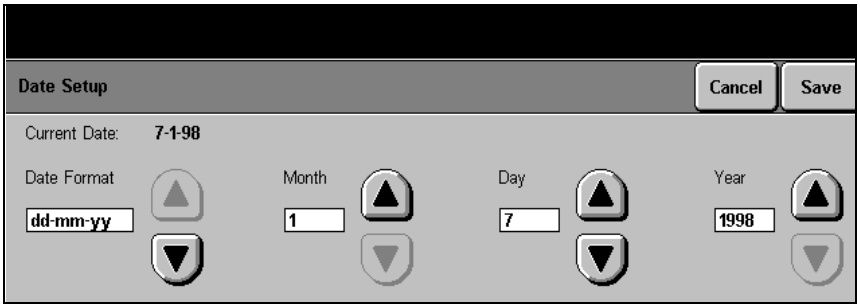
Date/Time Setup

Date

- Select **[Date/Time]**.
- Select **[Date Setup]**.



- Select the scroll buttons to select the preferred display format, for example the *dd-mm-yy* format would display *10-06-01* for a current date of 10th June 2001.
- Use the scroll buttons to select the current month (mm), day (dd) and year (yy).
- Select **[Save]**.

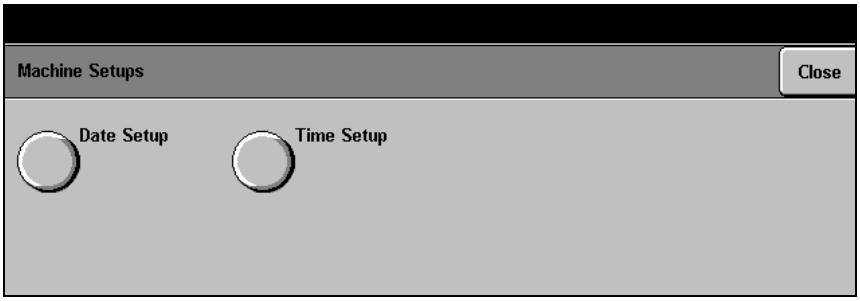


NOTE: The current date is displayed on fax documents, confirmation pages and activity reports. It is also displayed when users select *Annotation* and *Date* for their copies.

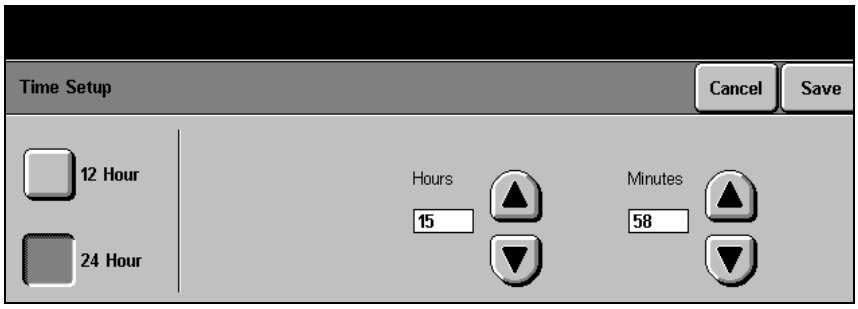
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Time

- Select **[Time Setup]**.



- Select the preferred display format, *12 or 24 Hour* - for example eleven o'clock at night would either be displayed as 11 or 23 hours.
- Use the scroll buttons to select the current time in hours and minutes.
- Select **[Save]** and **[Close]**.



NOTE: The current time is displayed on fax documents, confirmation pages and activity reports. It is also displayed when users select *Annotation* and *Time* for their copies.

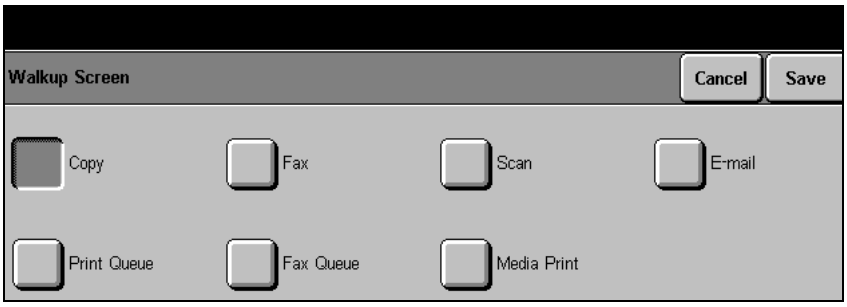
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Walkup Screen

To change the default display for the Touch Screen:

- Select **[Walkup Screen]**.
- Select the preferred default screen
- Select **[Save]**.

The screen selected will be displayed when the machine is switched *ON*, when programming or job time-out occurs, or when *Clear All* is selected.



NOTE: The buttons available will depend on the machine configuration.

Timers

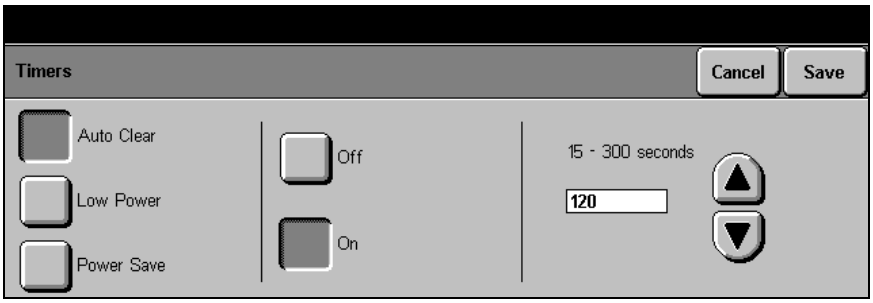
- Select **[Timers]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]** to continue.

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Auto Clear

With the *Auto Clear* feature enabled, the machine returns to the default settings after the specified time.

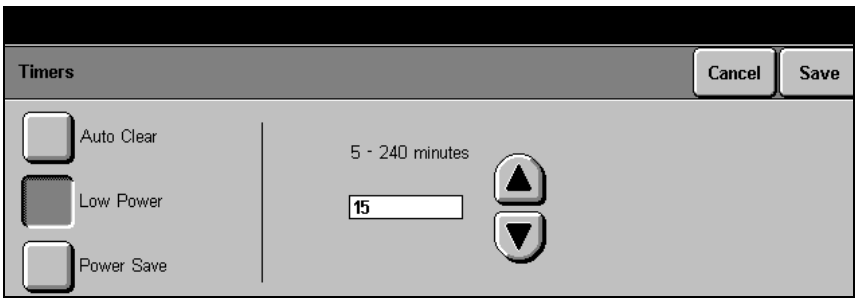
- Select [**Auto Clear**].
- Select **[On]** or **[Off]**.
- If **[On]** is selected, use the scroll buttons to set the timeout period.



Low Power

Low Power Mode becomes active after the specified time of machine non-use. When activated, the Touch Screen is blank and the Power Saver light is on. When the Control Panel or Touch Screen is selected, or the Platen cover lifted, the machine responds within 1 second. All features are available within 30 seconds.

- Select **[Low Power]**.
- Use the scroll buttons to set the timeout period.



NOTE: If the *Low Power* timeout is set higher than the timeout for *Power Save* or *Auto Off* (depending on system configuration), the machine displays a message that *Low Power* cannot exceed *Power Save (or Auto Off)*.

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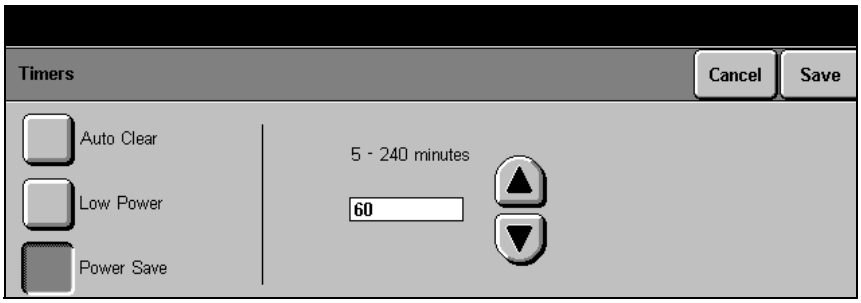
Power Save (Auto Off)

This function is dependant on the machine configuration.

Power Save/Sleep Mode (Auto Off/Sleep)

60 minutes after the last copy or print out, the machine will automatically switch into Power Save/Sleep (Auto Off) Mode.

- Select **[Power Save]** or **[Auto Off]**.
- Use the scroll buttons to select the desired timeout period.
- Select **[Save]**.



NOTE: If *Low Power* is set higher than *Power Save/Auto Off,* the machine displays a message that *Low Power* cannot exceed *Power Save/Auto Off.*

Contention

Select Contention to set up Interrupt and/or the Print Queue Priority option.

- Select **[Contention]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]** to continue.



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Interrupt Button

The Interrupt feature enables the current job to be stopped and held in memory while another job is completed. When enabled the Key Operator can set up Interrupt to function on completion of the current set or the current page. When the Interrupt job is complete, programming for the first job is retrieved by selecting *Interrupt* again.

Interrupt on Set Boundary The machine will finish printing the current set.

Interrupt on Page Boundary The machine will finish printing the current page.

Priority or Print Queue Priority

Programmes the machine to complete Print or Fax jobs in a specified order. Number 3 is the highest priority, and number 5 is the lowest priority. Copy and Report jobs are always priority 3 - they have job priority over all other jobs. When print or fax is set as priority 4, the machine automatically sets the other feature as priority 5. Priority can only be changed for print and fax jobs.

Localisation

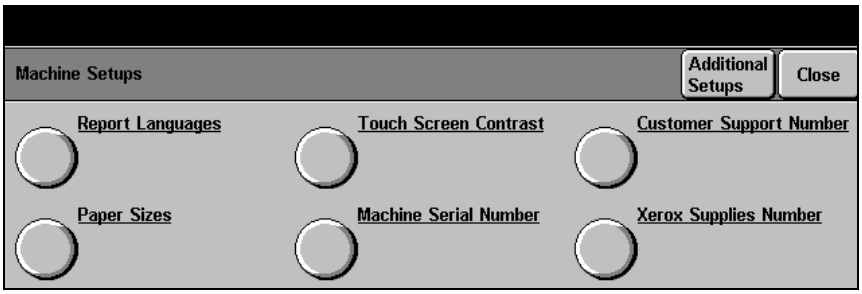
- Select **[Localisation]**.
- Select the preferred measurement display format - *Inches* or *Millimeters*.
- Select **[Save]**.



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Additional Setups

- If necessary, select **[Additional Setups]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.

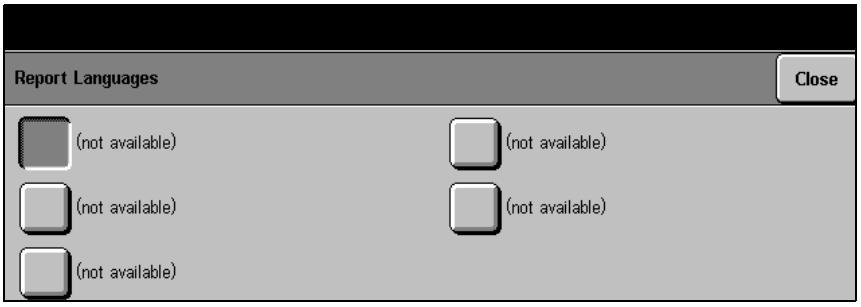


Report Languages

Various language options can be made available for printed reports. Please contact the Xerox representative for further information.

NOTE: This option will not be available on Digital Copier configurations.

- Select **[Report Languages]**.
- Select the language to use for printed reports.
- Select **[Close]**.



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Touch Screen Contrast

- Select **[Touch Screen Contrast]**.
- Use the up/down arrows to select a contrast level between 1 and 254. Alternatively, select the display window to change the setting using the pop-up keypad. The factory default is 127.
- Select **[Save]**.

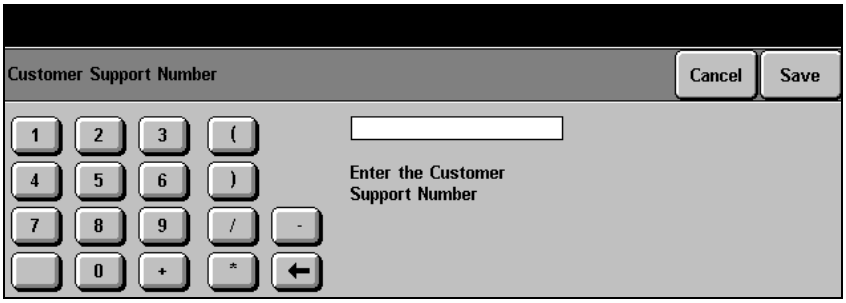


Customer Support Number

When *Machine Status* is selected the machine displays the Xerox customer support telephone number. Typically, the correct number is entered by a Xerox representative when the machine is first installed. If it is not on the screen, or if it is incorrect, follow the instructions below to enter the correct number.

NOTE: The number entered here will also be displayed within the WebUI.

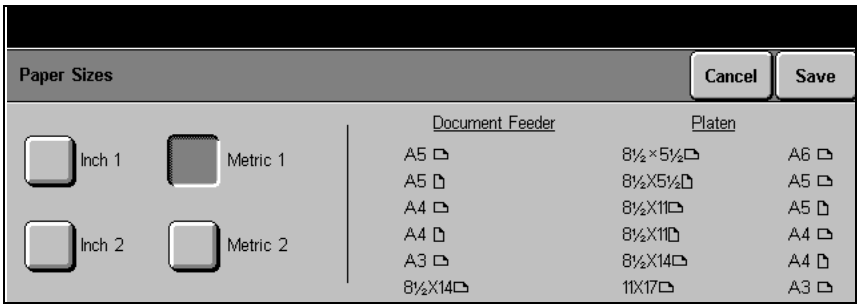
- Select **[Customer Support Number]**.
- Use the numeric keypad on the screen to enter the *Xerox Customer Support telephone number*.
- Select **[Save]**.



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Paper Sizes

- Select **[Paper Sizes]**.
- Select the preferred selection of paper sizes.
- Select **[Save]**.



Machine Serial Number

The machine displays the machine serial number when *Machine Status* is selected. This number is required when calling for customer support.

- Select **[Machine Serial Number]**.
- Use the keypad on the screen to enter the Machine Serial number - if necessary select *More Characters* to display an alternative keypad.
- Select **[Save]**.





HINT: *The Machine serial number is located inside the Left Front Cover of the machine under the Copy/Print Cartridge.*

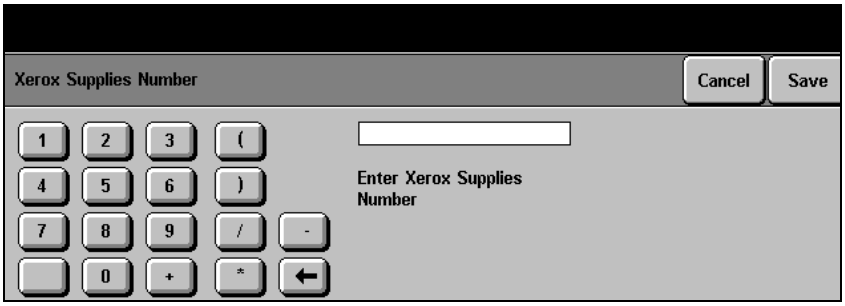
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Xerox Supplies Number / Supplies Tel. Number

The machine displays the Xerox supplies telephone number when *Machine Status* is selected.

NOTE: The number entered here will also be displayed within the WebUI.

- Select **[Xerox Supplies Number]** or **[Supplies Tel. Number]**.
- Use the numeric keypad on the screen to enter the Xerox Supplies telephone number.
- Select **[Save]** and **[Close]**.
- Select another Setup or select **[Exit]** to exit the setup screens.



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Fault Override

When a fault occurs on the *DC440/432/425*, the Touch Screen displays step-by-step instructions for the walkup user to clear the fault. The instructions include contacting the Key Operator if the fault cannot be cleared.

In this instance the Key Operator can enter their PIN to access the Fault Override screen and disable the faulty component. After the component is disabled, all features will be available except those that require the disabled component.

Use Fault Override only if all other attempts to clear the fault have failed. Entering Fault Override Mode might require action to disable the faulted component, delete the faulted job, or both, depending on the type of job and fault.

NOTE: Use caution when deleting a remote job - it may not be possible to re-create or re-submit the job.

Accessing Fault Override

To access Fault Override Mode, a fault screen must currently be displayed on the Touch Screen.

- Select **[Access]** 
- Select **[#]** and enter a *PIN* (Personal identification Number) with Key Operator access rights - see NOTE below.
- Select **[Confirm]** to delete the current job and or disable the faulty component.

NOTE: The default password - #22222 - may be used if PINs have not been assigned. *Refer to "Access Rights" on page 11-82 for more information.*

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Unavailable Features

Some types of jobs will not print if the disabled component is required for a default setup. In this case, the machine displays a prompt to check the setups.

The following table contains details about specific features that are unavailable when a component is disabled.

Disabled Component	Service/ Feature	Disabled Feature/Result
Document Feeder	Copy	*2 Up, Booklet Creation, Sides Imaged 2 →1* or *2 → 2,* or *Mixed Size Originals* in the DADF.
Document Feeder	Fax	Sides Scanned
Document Feeder	Network Scanning	Sides Imaged
Duplex Module	Copy	*Booklet Creation, Sides Imaged 1→2* or *2 →2*
Duplex Module	*Copy Setups, Sides Imaged, 1→2 Sided or 2→2 Sided*	The machine will not print copy jobs if *Duplex* is disabled and *Sides Imaged 1→2* or *2→2* are the default settings. The *Sides Imaged* button will not be displayed on the Touch Screen.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Duplex Module	In *Fax Setups, Embedded Fax (if both Fax options are enabled), Terminal Setups, Fax Printing Options, Duplex Printing: All 2 Sided* and *1,2,2...*	The machine will not print fax jobs if the Duplex Module is disabled and if the default settings are *Duplex Printing: All 2 Sided* or *1,2,2...*
Duplex Module	In *Print Setups, Printer Setups, Job Settings, Sides Printed, Duplex*	The machine will not print jobs if the Duplex Module is disabled and the default is *Sides Printed, Duplex*.
Duplex Module	Network	Double-sided printing.
Editing Kit	Copy	Editing.
Finisher	In *Fax Setups, Embedded Fax (if both Fax options are enabled), Fax Terminal Setups, Fax Printing Options, Output Selection, Left, Stapled*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default is *Stapled.*

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Disabled Component	Service/ Feature	Disabled Feature/Result
Finisher	In *Fax Setups, Server Fax Setups, Output Tray Options*	If stapled is selected and the *Finisher* is not installed, *Server Fax* prints are sent to the *Left Tray*
Finisher	In *Fax Setups, Embedded Fax (if both Fax options are enabled), Fax Terminal Setups, Fax Printing Options, Output Selection, Left Tray*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default is the *Left Tray.*
Finisher	In *Print Setups, Printer Setups, Tray Settings, Destination Tray, Left Tray*	The machine will not print *Print* jobs if the *Finisher* is disabled and the default is the *Left Tray.*
Finisher	In *Copy Setups, Output, Stapled*	The machine will not print *Copy* jobs if the *Stapler* is disabled and also is the default. The *Output* button will not be displayed on the *Copy* screen.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Finisher	In *Fax Setups, Fax Terminal Setups, Fax Printing Options, Output Selection, Left Tray*	The machine will not print *Fax* jobs if the *Finisher* is disabled and the default output is the *Left Tray*.
Finisher	In *Print Setups, Printer Setups, Tray Settings, Destination Tray, Left Tray*	The machine will not print *Print* jobs if the *Finisher* is disabled and the default is the *Left Tray*.
Finisher	In *Copy Setups, Output, Collated Left Tray* and *Copy Setups, Output, Uncollated Left Tray*	The machine will not print *Copy* jobs if the *Finisher* is disabled and the default output is the *Left Tray.* The *Output* button will not be displayed on the *Copy* screen.
Finisher and Stapler	In *Copy Setups, Output, Stapled*	The machine will not print *Copy* jobs if *Stapled* is disabled and also is the default output. The *Output* button will not be displayed on the *Copy* screen.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device*	The *Copy* feature is disabled.
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device and Internal Auditron Control*	The *Copy* feature is enabled only for *Internal Auditron Control.*
Foreign Interface Device	In *Setups, Auditron Setups, External Control Device, Per-Page Control,* or *Monitor with* or *without limits*	For *Copy* with a *Foreign Interface Device,* the machine will not copy if *Foreign Interface Device* is disabled and *External Control Device* is selected. For *Copy* with *Foreign Interface Device* and *Internal Auditron Control, Copy* is enabled only for Internal Auditron Control.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Foreign Interface Device	In the *Copy* feature with *Foreign Interface Device*	The *Copy* feature is disabled.
High Capacity Feeder	Copy	High Capacity Tray
High Capacity Feeder	The High Capacity Feeder	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Print Engine	In *Scan Setups, Filing Setups, Proof Before Send*	*Proof Before Sending* might be enabled in some Network Scanning templates. The *Proof Before Send* job will be pending in the Print Queue until the print engine fault is cleared and printing is resumed.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Print Queue	Print	Network/Print Controller jobs are temporarily removed from the Print Queue. When the fault is cleared, the machine attempts to recover the jobs.
Tower Mailbox	In *Print Setups, Printer Setups, Tray Settings, Destination Tray, Tower Mailbox, Bins 1–10*	The machine will not print *Print* jobs if the *Tower Mailbox* is disabled and the default is any *Bin 1–10.*
Paper Tray 1	In *Machine setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.

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Disabled Component	Service/ Feature	Disabled Feature/Result
Paper Tray 2	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Paper Tray 3	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.
Paper Tray 4	In *Machine Setups, Paper Trays, Default Tray*	The machine will not print *Copy* or *Fax* jobs if the disabled tray is the default tray. The *Paper Supply* button will not be displayed on the *Copy* screen.

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Copy Setups

Quick Pathway

- **Select [Access] on the Control Panel**
- **Enter *Key Operator PIN - see NOTE***
- **Select [Copy Setups].**

Refer to the following pages for the procedures for *Copy Setups,* which includes programming the default settings for the following features:

Reduce/Enlarge - page 11-29

Image Quality - page 11-31

Output - page 11-32

Sides Imaged - page 11-32

Expert Image Quality - page 11-34

Margin Shift - page 11-34

Erase - page 11-35

NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered. The default password is #22222 which may be used if PINs have not yet been assigned.

Access the Copy Setups

- Select **[Access]** on the Control Panel.

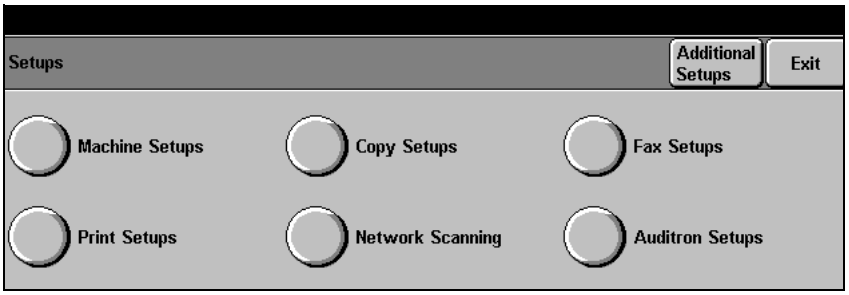
A pop-up window will be displayed on the Touch Screen.

- Select **[#]** on the Control Panel and use the number keypad to enter a *Key Operator PIN.*
- Select **[Enter]** in the pop-up window.



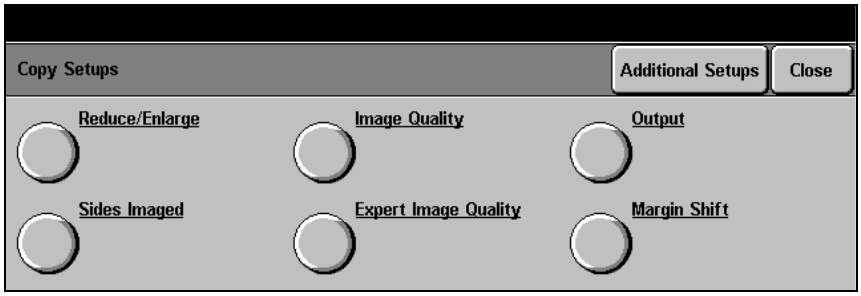
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- Select **[Copy Setups]**.



Reduce/Enlarge

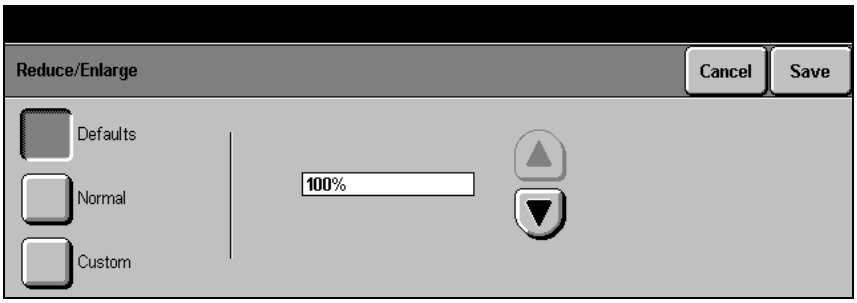
- Select **[Reduce/Enlarge]**.



Defaults

- Select **[Defaults]**.
- Use the arrow buttons to select the default magnification setting.

The default magnification will automatically be selected when the machine is switched *ON*, when programming or job timeout occurs, or when *Clear All* is selected.



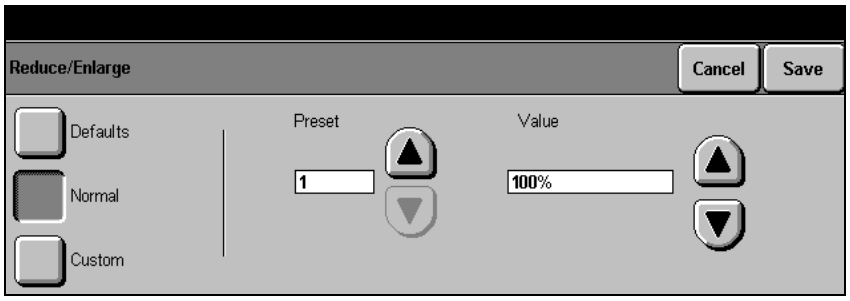
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Normal

When users select *Normal* in the *Reduce/Enlarge* column on the Touch Screen, a selection of preset sizes is displayed. The default value of these presets can be customised to meet local requirements. The factory default presets are:

1. 100%
2. A5 to 216 x 330 mm
3. A4 to A3
4. 216 x 330 mm to A4
5. A3 to A4

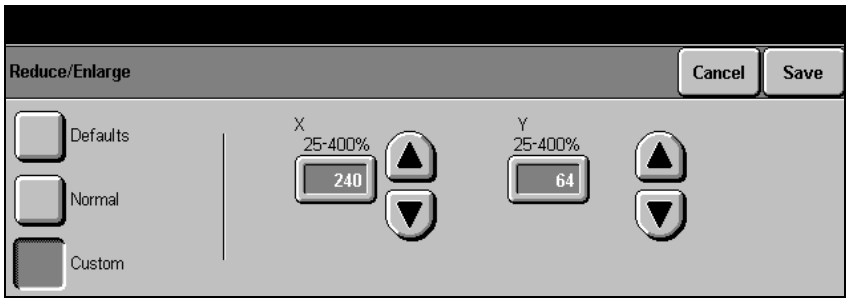
- Select **[Normal]**.
- Use the arrow buttons to select a value for each magnification preset.



Custom

The Custom settings are used to reduce or enlarge non-standard document sizes onto standard paper. X and Y values are selected from a range of 25% to 400%

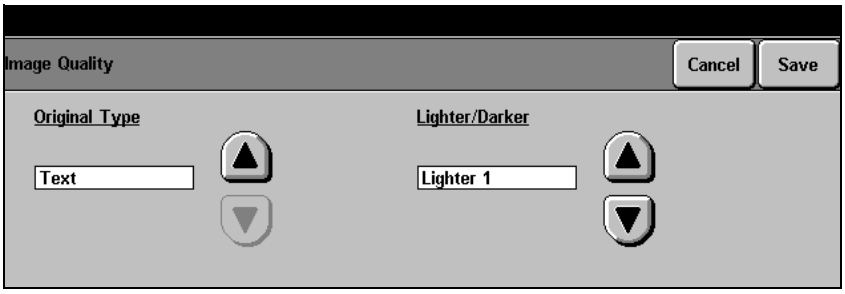
- Select **[Custom]**.
- Use the scroll buttons to select a value for X and Y.
- Select **[Save]**.



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Image Quality

- Select **[Image Quality]**.
- Use the scroll buttons to select the **[Original Type]** according to the document type used most frequently. S*ee below for an explanation of each.*
- Set the default level of darkness or lightness required for each original type.
- Select **[Save]**.



Text for documents that contain line art and low-quality halftones. Coloured backgrounds are automatically suppressed. This is the factory default.

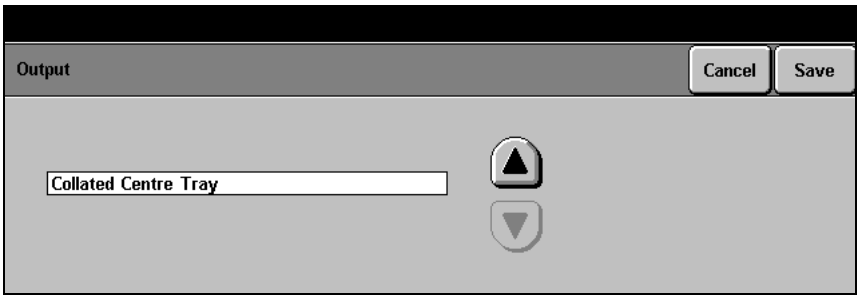
Auto for documents that contain text, photo, and graphic combinations. Coloured backgrounds are automatically suppressed and line edges and text sharpened.

Photo for documents that contain photographs. This setting identifies the use of black, white, and halftones to focus on the photo image and make a clear copy.

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Output

- Select **[Output]**.
- Use the scroll buttons to select the default output option required - *Stapled, Uncollated Left Tray, Collated Left Tray, Uncollated Centre Tray or Collated Centre Tray*.



NOTE: The options available will be dependent on the machine configuration.

The factory default is *Collated Centre Tray*.

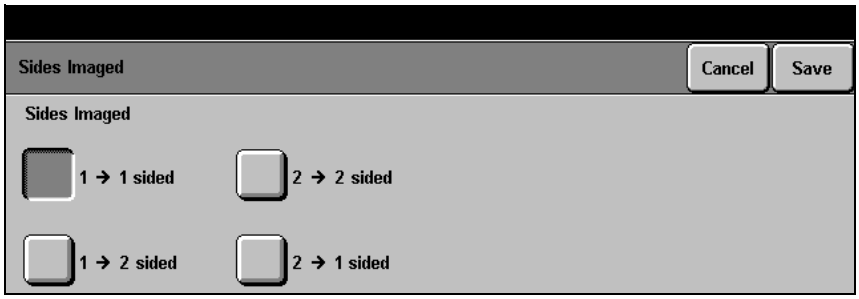
- Select **[Save]**.



HINT: *Typically, the Centre Tray is used for copy output, and the Left Tray is used for fax output.*

Sides Imaged

- Select **[Sides Image]**.
- Select the preferred default options - *see below for an explanation.*
- Select **[Save]**.



NOTE: The options available will be dependent on the machine configuration.

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1 → 1 Sided single-sided copies from single-sided originals.

2 → 1 Sided single-sided copies from double-sided originals.

1 → 2 Sided double-sided copies from single-sided originals.

2 → 2 Sided double-sided copies from double-sided originals.

For 2 Sided options, also select the orientation:

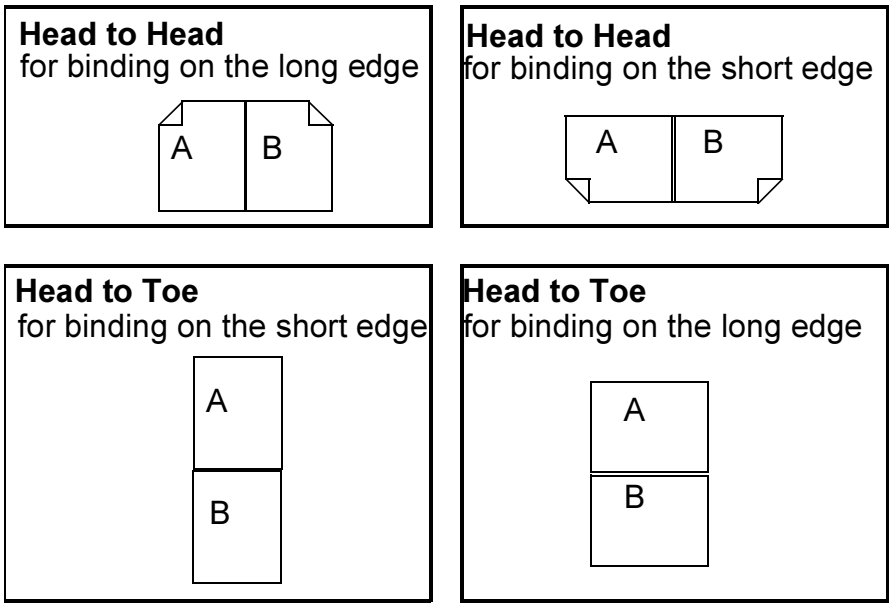
Head to Head the top of the document on each side is at the top of the page. This is the factory default setting.

Head to Toe the image on the second side of each page is rotated 180°; therefore, the top of the document on the second side is at the bottom of the page.

Portrait or Landscape If available, select either *Portrait* or *Landscape*.

The following illustration depicts the results for *Head to Head* or *Head to Toe* selections for *Portrait* and *Landscape* images.

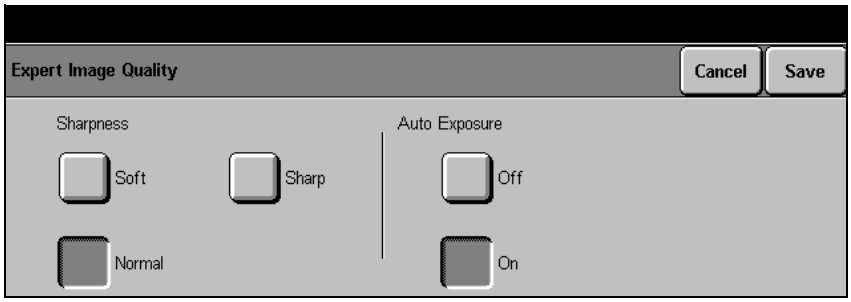
Portrait Images **Landscape Images**.



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Expert Image Quality

- Select **[Expert Image Quality]**.
- Select the default required - a description of each follows.
- Select **[Save]**.



Sharpness adjusts the sharpness of the image - select the preferred setting.

Auto Exposure select a default setting of *On* to enhance documents with coloured backgrounds or *Off* to disable this feature.

Margin Shift

Programmes the default amount of *Margin Shift* to move the image up/down or side to side on one or both sides of a page. *Margin Shift* can be applied to side one and side two of a page.

- Select **[Margin Shift]**.
- Select **[Side 1]** or **[Side 2]** to change the setting or **[Off]** to disable this feature.
- If Side 2 shift is selected, select **[Independent]** and the settings or **[Mirror]** to mirror the side 1 settings.
- Select **[Save]**.



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Erase

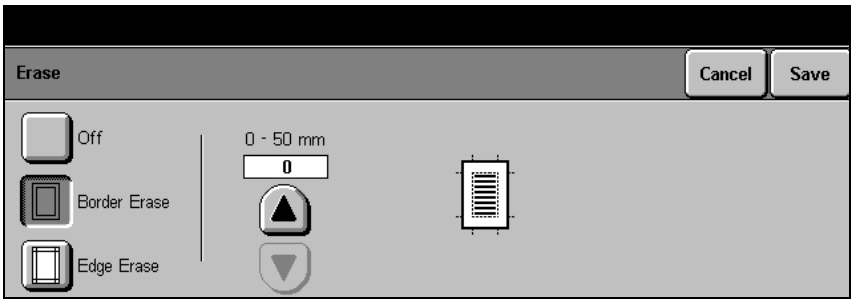
Programmes the default settings for the *Edge Erase* and *Border Erase* features. The factory default is off for all the erase features with the erase values set to 0 mm.

- If necessary, select **[Additional Setups]**.
- Select **[Erase]**.
- Select **[Border Erase]** or **[Edge Erase]** to change the settings - a description of each follows - or select **[Off]** to turn this feature off.
- Make changes as required.
- Select **[Save]**.



Border Erase

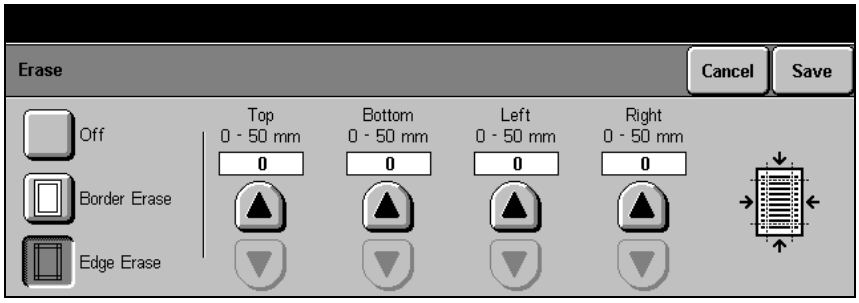
- Select **[Border Erase]**.
- Use the scroll buttons to set the default measurement for *Border Erase* between 0 and 50 mm.
- Select **[Save]**.



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Edge Erase

- Select **[Edge Erase]**.
- Use the scroll buttons to set the default *Edge Erase* settings.
- Select **[Save]**.
- Select **[Close]** to exit *Copy Setups*.



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Fax Setups

Quick Pathway

- Select [Access] on the Control Panel
- Enter *Key Operator PIN - see NOTE below*
- Select [Fax Setups]
- Select the option required.

Both *Server Fax* and *Embedded Fax* can be installed on the Document Centre, but only one service can be enabled at any one time. If both are installed they must be configured separately.

NOTE: Which ever option has been enabled, the *Fax* tab will retain the same name.

For more information about *Embedded Fax Setups* please refer to:

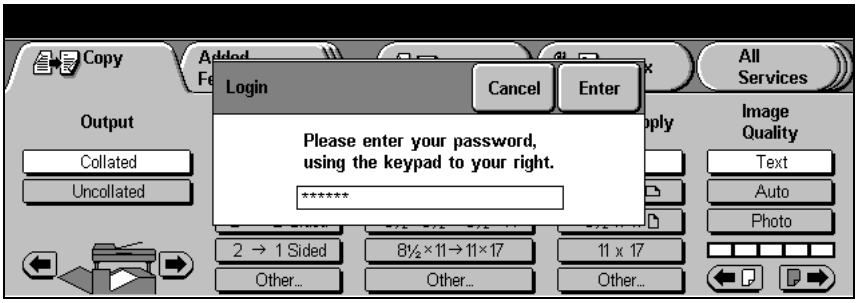
Embedded Fax Setups - page 11-40

Access the Fax Setups

- Select **[Access]** on the Control Panel.

A pop-up window will be displayed on the Touch Screen.

- Select **[#]** on the Control Panel and use the number keypad to enter a Key Operator PIN - *see NOTE opposite.*
- Select **[Enter]** in the pop-up window.

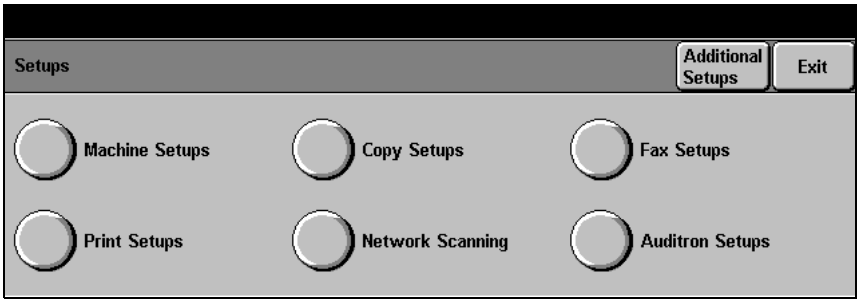


NOTE: These changes can only be made when a PIN (Personal Identification Number) which has been assigned Key Operator access rights is entered. The default password is #22222 which may be used if PINs have not yet been assigned.

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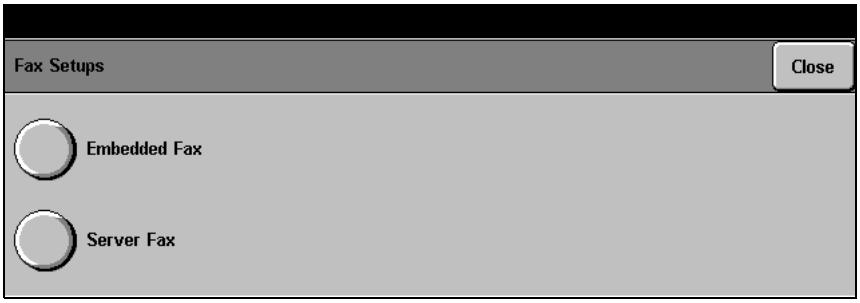
- Select **[Fax Setups]**.

NOTE: If only *Server Fax* or *Embedded Fax* is installed, on selection of Fax Setups the relevant setup screen will automatically be displayed.



- If necessary, select the Fax option required.

NOTE: This screen will only be displayed if both Embedded Fax and Server Fax are installed on the machine.



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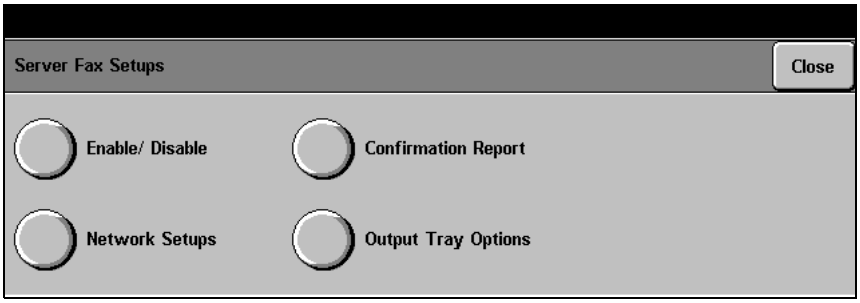
Server Fax Setups

Quick Pathway

- Select [Access] on the Control Panel
- Enter *Key Operator PIN.*
- Select [Fax Setups]
- If both Embedded and Server Fax are installed select [Server Fax].
- Select Enable/Disable.

Once Server Fax has been installed on the *DC440/432/425* it will need to be enabled and the filing repositories set up within the required network configuration.

Please refer to the System Administration Guide or contact your System Administrator for further assistance.



Enable/Disable disables or enabled Server Fax.

Confirmation Report confirms whether the fax has been successfully scanned and filed to the 3rd Party Fax Server.

Output Tray Options use to select the output tray for faxes printed by the Fax Server.

Network Setups offers the Netware or TCP/IP network options.

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Embedded Fax

Refer to the following pages for the procedures for changing the default Embedded Fax features. *Embedded Fax Setups* is divided into two areas:

- **Fax Terminal Setups**: to set and change the defaults for the available fax options such as paper size and type, resolution, and mailbox options.
- **Fax Communication Setups**: to set options that affect incoming and outgoing fax documents such as re-dialling and preventing the receipt of junk fax documents.

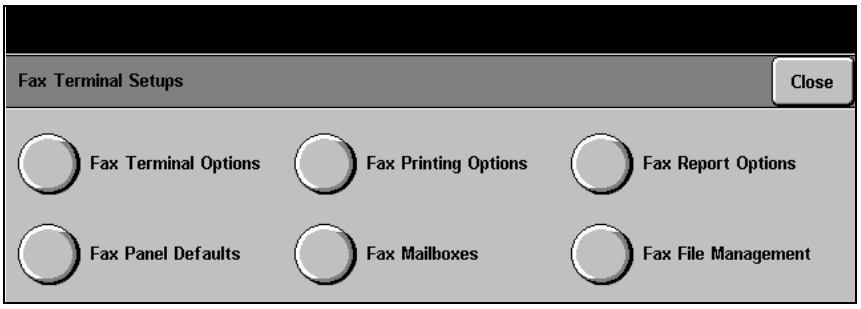
Fax Terminal Setups

Quick Pathway

- Select [Access] on the Control Panel
- Enter the *Key Operator PIN.*
- Select [Fax Setups].
- Select [Fax Terminal Setups].

This section contains the procedures for the following *Fax Terminal Setups*:

Fax Terminal Setups - page 11-40
Fax Printing Options - page 11-47
Fax Report Options - page 11-50
Fax Panel Defaults - page 11-52
Fax Mailboxes - page 11-55
Fax File Management - page 11-57

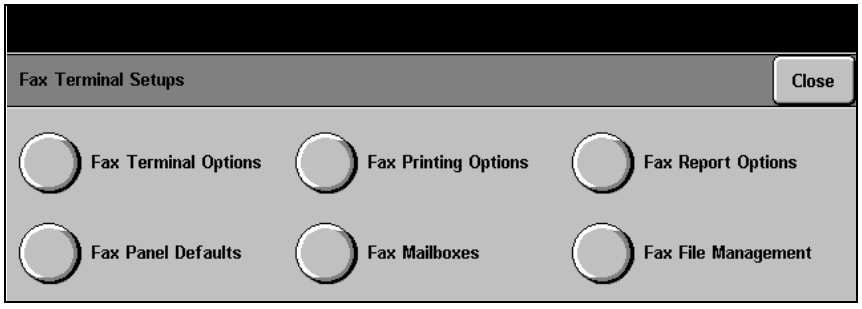


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Access Fax Terminal Setups

Fax Terminal Options

- Select **[Fax Terminal Options]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.



NOTE: Only those selections relevant to the machine configuration will be available.

Local ID

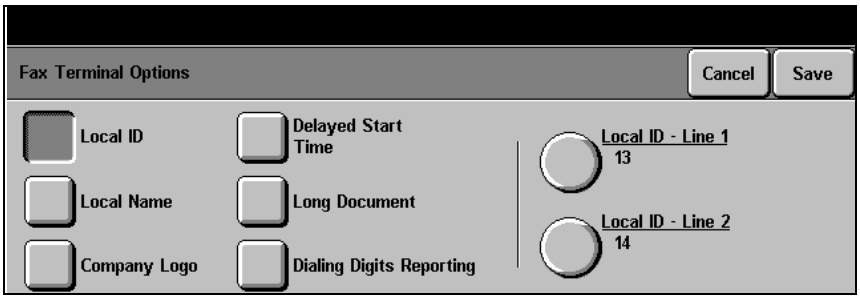
According to the Law of most countries, the *DC440/432/425* must be programmed with an identification number. The identification number, or *Local ID*, is the telephone number for the machine.

If the identification number has not been programmed, the *DC440/432/425* displays a pop-up message instructing users to enter the ID number before completing their jobs. To ensure that this law is adhered to, the *DC440/432/425* will not continue until the number is entered. Entering the *Local ID* number is only required on the first occasion the machine is used.

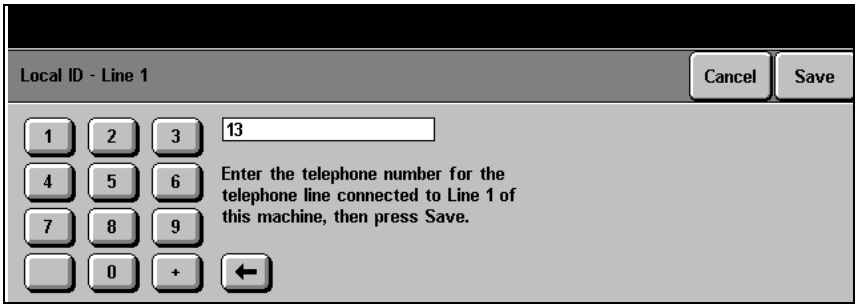
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- Select **[Local ID]**.

If more than 1 line is connected, select the line to set the local ID.



- Enter the telephone number of the *DC440/432/425* using the keypad on the screen (up to 20 characters including spaces).
- Select **[Save]**.



Local Name

The Local Name is the name allocated to this particular machine. For example, it could indicate the location of the machine - for example, ‘Copier West’, or be the Company name.

- Select **[Local Name]**.



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- Select the second **[Local Name]** on the right of the screen.
- Use the keypad on the screen to enter the *Local Name* of the *DC440/432/425* (up to 20 characters including spaces).
- Select **[Save]**.



Company Logo

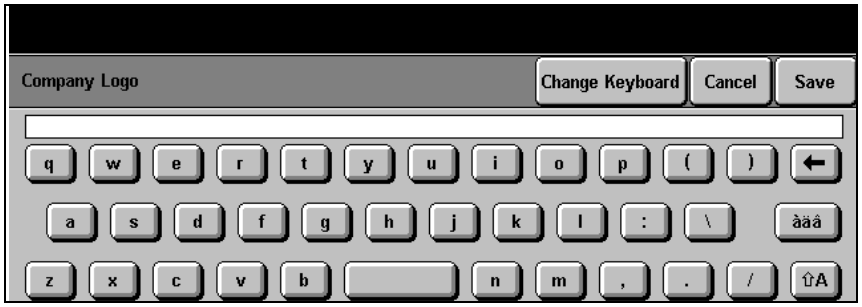
Company Logo is used to identify the organization sending the fax in the header of the transmission report and in the cover letter for fax documents.

- Select **[Company Logo]**.



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- Select the second **[Company Logo]** on the right of the screen.
- Use the keypad on the screen to enter the *Company Logo* (up to 30 characters including spaces).
- Select **[Save]**.



HINT: Select Change Keyboard to display additional characters.

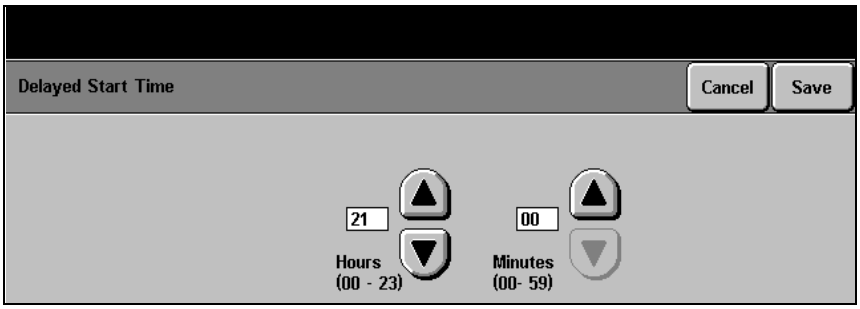
Delayed Start Time

Users can scan a document and delay its transmission start time. If they do not specify the delayed start time, the machine uses the default delayed start time that is entered here.

- Select **[Delayed Start Time]**.



- Select the second **[Delayed Start Time]** on the right of the screen.
- Use the scroll buttons on the screen to select the default transmission start time.
- Select **[Save]** to continue.

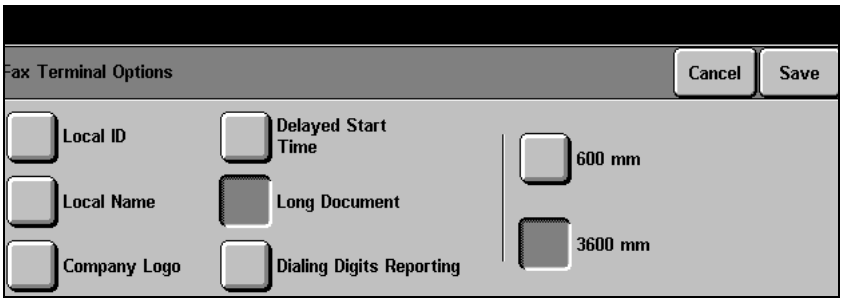


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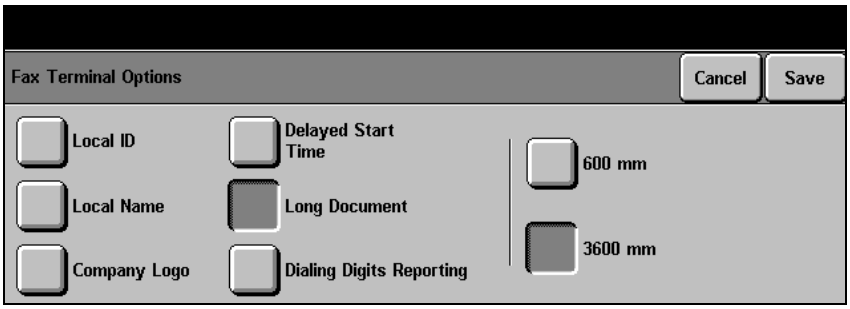
Long Document

This feature allows the Key Operator to set up the machine to scan and send fax documents that are longer than A3 short edge feed.

- Select **[Long Document]**.



- Select **[600 mm]** *or* **[3600 mm]** to enable scanning of long documents up to these lengths.
- Select **[Save]**.

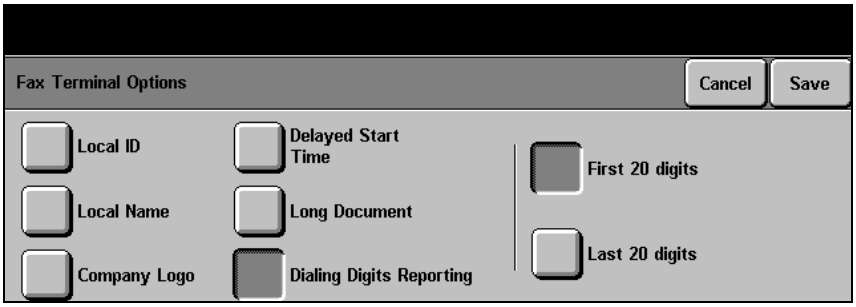


Dialling Digits Reporting

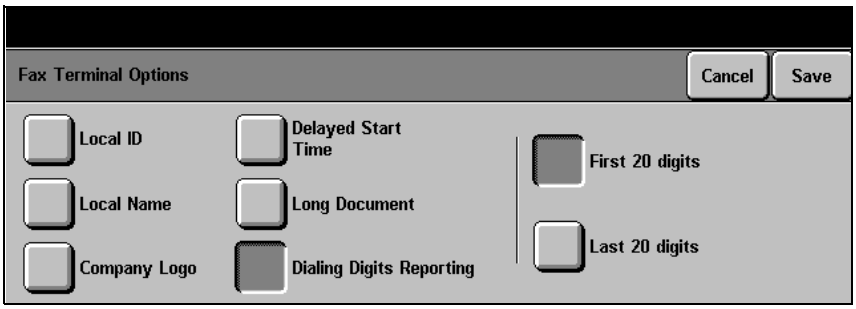
This default selects whether the first or the last 20 digits of a telephone number are displayed on reports and headers.

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- Select **[Dialling Digits Reporting]**.



- Select the preferred option.
- Select **[Save]**.



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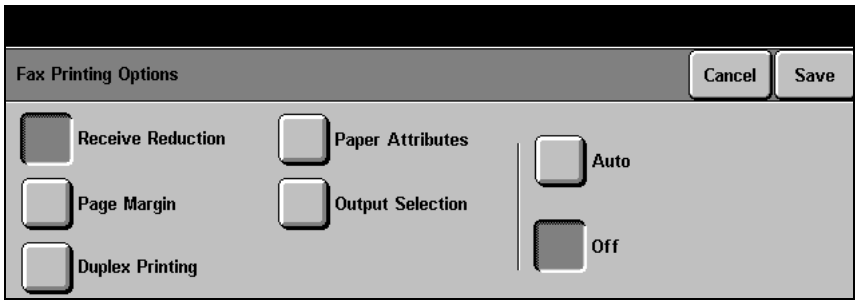
Fax Printing Options

- Access *Fax Terminal Setups* as described on *"Fax Terminal Setups" on page 11-40*.
- Select **[Fax Printing Options]**.

Receive Reduction

With this feature enabled, the *DC440/432/425* automatically determines the required reduce/enlarge ratio for printing on the selected paper.

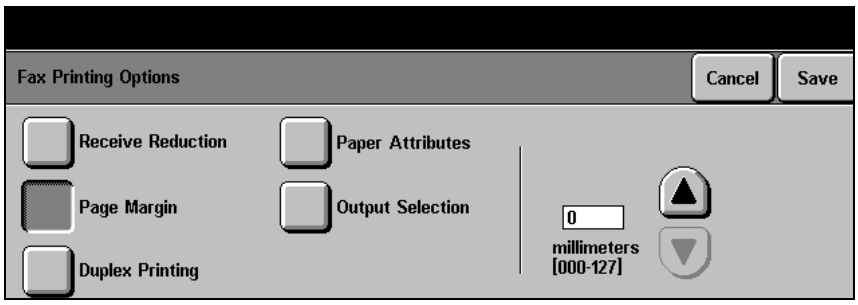
- Select **[Receive Reduction]**.
- Select **[Auto]** or **[Off]** as required.



Page Margin

This feature defines the maximum amount of space between the length of an incoming fax and the length of the paper on which the fax is to be printed. The Page Margin setting affects the bottom of the page. It avoids image loss if users are printing onto a smaller size paper.

- Select **[Page Margin]**.
- Use the scroll buttons to select the required margin.



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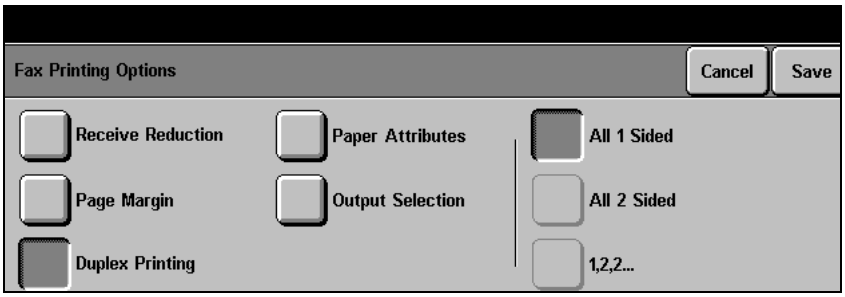
Duplex Printing

This feature sets the default 2-sided printing setting for incoming fax documents and reports.

NOTE: *Duplex Printing* features will depend on product configuration.

- Select **[Duplex Printing]**.
- Make selections as required - see below. *All 1 Sided* is the factory default.

For *DC425* duplex options, also select either *Portrait* or *Landscape* output and whether printing should be *Head to Head* or *Head to Toe*.



All 1 Sided: prints fax documents and reports single-sided.

All 2 Sided: prints fax documents and reports double-sided.

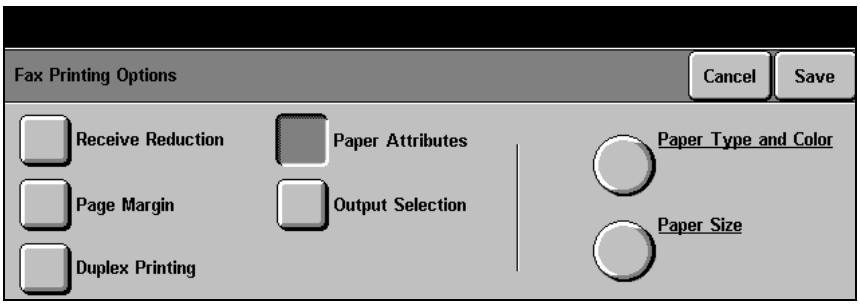
1, 2, 2... prints fax documents with the first page single-sided and the rest of the pages double-sided. Reports are printed all double-sided.

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Paper Attributes

Programmes the default types, colours and sizes of paper on which fax documents and reports can be printed.

- Select **[Paper Attributes]**.
- Select the buttons on the right of the screen to select the types, colours and sizes of paper on which incoming fax documents and reports will be printed - more than one type can be selected.
- Select **[Save]**.

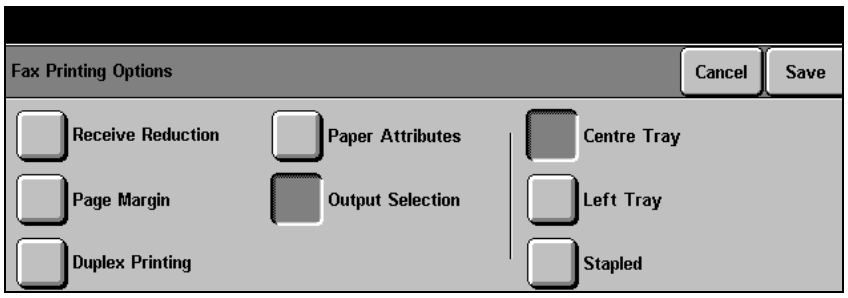


Output Selection

Programmes the output tray for incoming fax documents.

NOTE: *Output Selection* features will depend on product configuration.

- Select **[Output Selection]**.
- Select the default output option required - the available options are dependent on product configuration.





HINT: *Typically, the Left Tray is the default fax tray; the Centre Tray is the default copy tray. If a Finisher is installed, the options will include Finisher/Stapled.*

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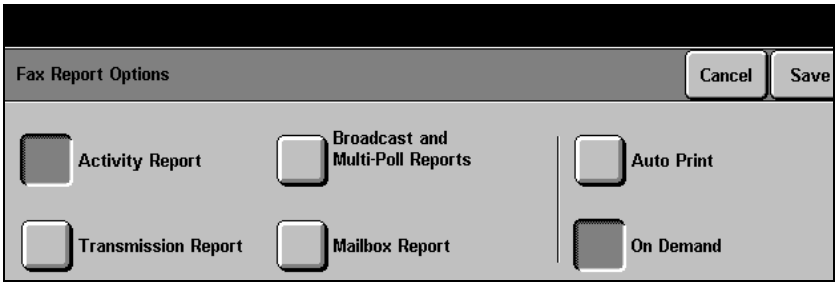
Fax Report Options

- Access *Fax Terminal Setups* as described on *"Fax Terminal Setups" on page 11-40*.
- Select **[Fax Report Options]**.

Activity Report

Programmes the machine to automatically print a report of phone line activity.

- Select **[Activity Report]**.
- Select the default option required - see description below. **[Auto Print]** is the factory default.



Auto Print prints an *Activity Report* when the number of outgoing and incoming calls reaches 50. Only calls that were not printed on the last report are included.

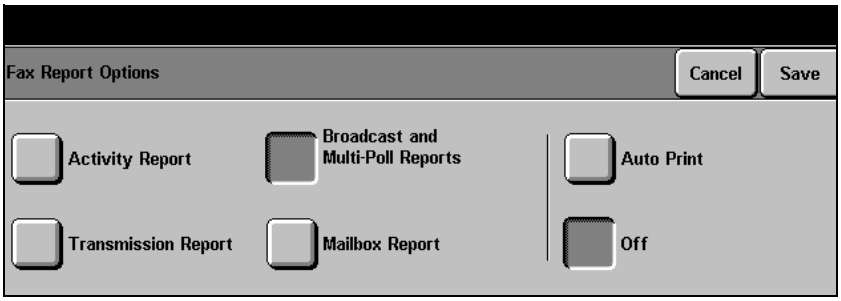
On Demand prints an *Activity Report* only when it is manually selected. Only calls that were not printed on the last report are included.

Broadcast and Multi-Poll Reports

Programmes the machine to print a report of each broadcast send and multi-polling operation to multiple remote machines. When a fax is sent to one fax number, the machine prints a Transmission Report. When a fax is sent to, or polled from, a group of numbers, the machine prints one Broadcast and Multi-Poll Report, which lists all of the numbers in the group.

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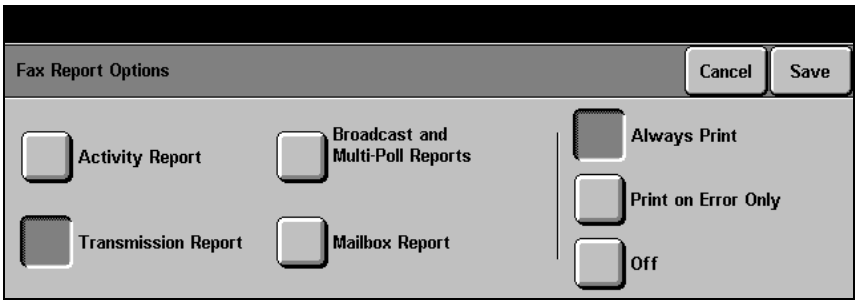
- Select **[Broadcast and Multi-Poll Reports]**.
- Select **[Auto Print]** to have this report print automatically or **[Off]** to turn the feature off. **[Auto Print]** is the factory default.



Transmission Report

Programmes the machine to print the status of each transmission and displays a reduced image of the first page of the original document after each transmission is completed.

- Select **[Transmission Report]**.
- Select the option required -
  - **[Always Print]** automatically prints a report for each outgoing fax.
  - **[Print on Error Only]** prints a report only when a transmission error occurs.
  - **[Off]** turns this feature off.

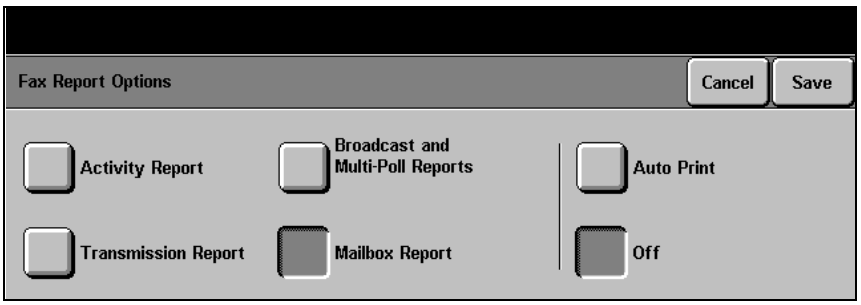


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Mailbox Report

Programmes the machine to automatically print a report informing the mailbox owner each time a fax is received.

- Select **[Mailbox Report]**.
- Select the default option required.
- Select **[Save]**.



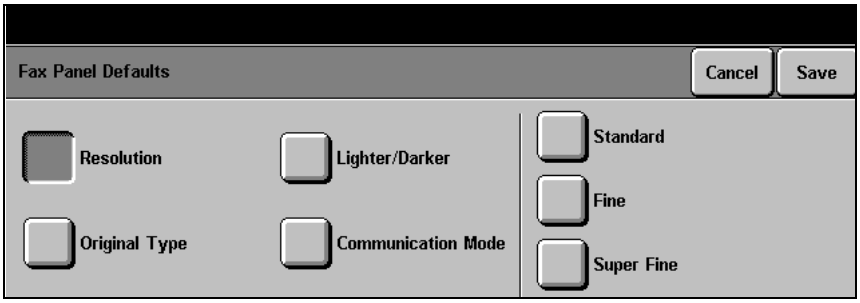
Fax Panel Defaults

- Access *Fax Terminal Setups* as described on *"Fax Terminal Setups" on page 11-40*.
- Select **[Fax Panel Defaults]**.

Resolution

Sets one of three resolutions as the default setting for outgoing fax documents. The default selected depends on the types of documents users send most often.

- Select **[Resolution]**.
- Select the default option required - a description of each follow.



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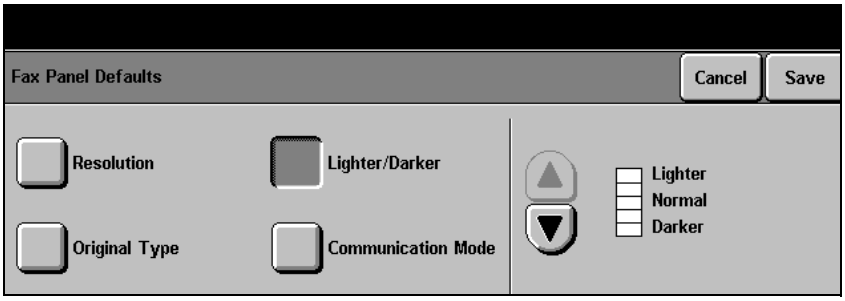
Standard (200 x 100) reduces communication time - use for text documents.

Fine (200 x 200) combines the features of standard and super fine resolution - use for most fax documents and for black and white graphics.

Super Fine (400 x 400) improves image quality and rendition - use for photos, halftones and images with grey tones.

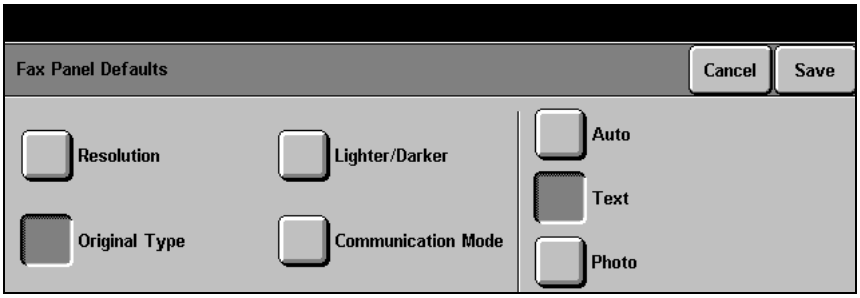
Lighter/Darker

- Select **[Lighter/Darker]**.
- Use the scroll buttons to select the default option required.



Original Type

- Select **[Original Type]**.
- Select the default option required - a description of each follows.



Auto separates images into text and photo areas automatically, and implements image processing for each area.

Text optimises image processing for text, lines, and solid areas.

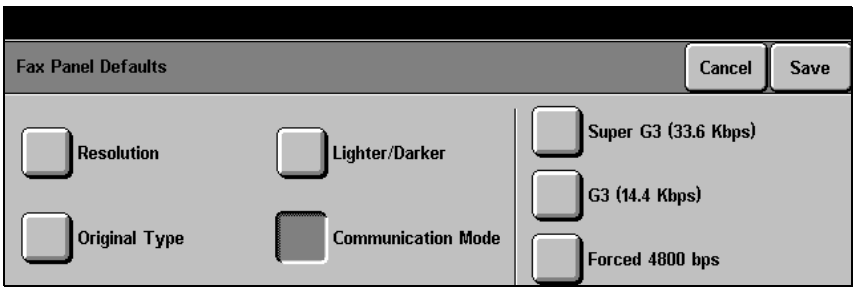
Photo optimises image processing for photographs.

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Communication Mode

This feature sets the default communication mode to be used for transmission to a remote fax machine.

- Select **[Communications Mode]**.
- Select the default option required - a description of each follows.
- Select **[Save]**.



Super G3 automatically determines the communication mode to be used based on the maximum capabilities of the remote fax machine. This mode minimises the data transmission errors by using Error Correction Mode (ECM). Initial communication speed is 33,600 Bits Per Second (bps).

The speed can also be selected manually. The lower the speed, the less chance errors will occur during transmission. The Kilo Bits Per Second (Kbps) speeds available are 33.6, 31.2, 28.8, 24.0, 21.6, 19.2 and 16.8.

G3 like *Super G3*, this setting automatically determines the communication mode to be used based on the maximum capabilities of the remote fax machine, but initial communication speed is 14,400 bps. ECM is also used with this option.

The speed can also be selected manually. The lower the speed, the less chance errors will occur during transmission. The speeds available are 14.4Kbps, 12.0Kbps, 9600 bps and 7200 bps.

Forced 4800 bps used when fax communications are susceptible to errors. This mode is slower, but less susceptible to errors.

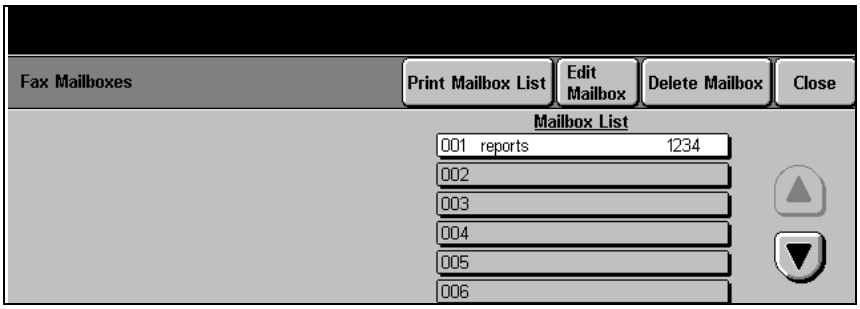
NOTE: In some regional areas, the use of the *Communication Mode* feature is restricted.

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Fax Mailboxes

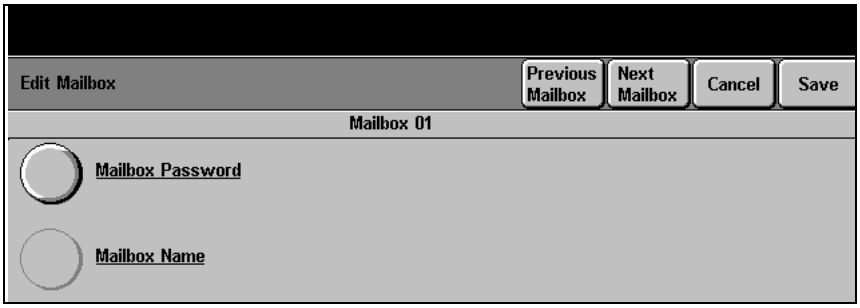
Fax Mailboxes are used to electronically store confidential incoming fax documents for retrieval and print at a convenient time. Use this option to create, assign, modify, and delete electronic fax mailboxes. A maximum of 200 mailboxes are available.

- Select **[Fax Mailboxes]**.
- Select a *mailbox* in the list to select it. Select the scroll buttons to move up and down the list.
- Follow the instructions below to delete, edit or add a mailbox.



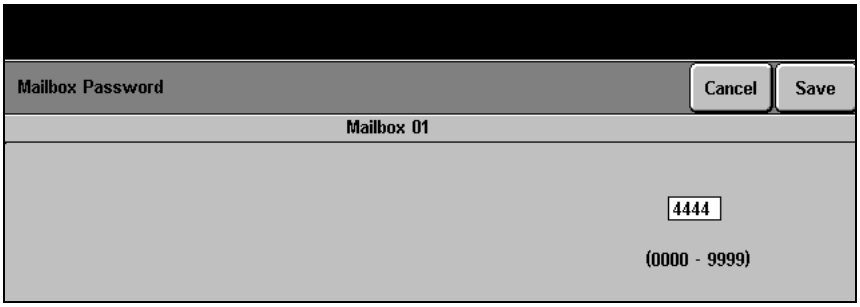
To Add or Edit a Mailbox

- In the Mailbox List, select a mailbox to select it. To add a new mailbox, select an empty mailbox.
- Select **[Edit Mailbox]**.
- Select **[Mailbox Password]**.

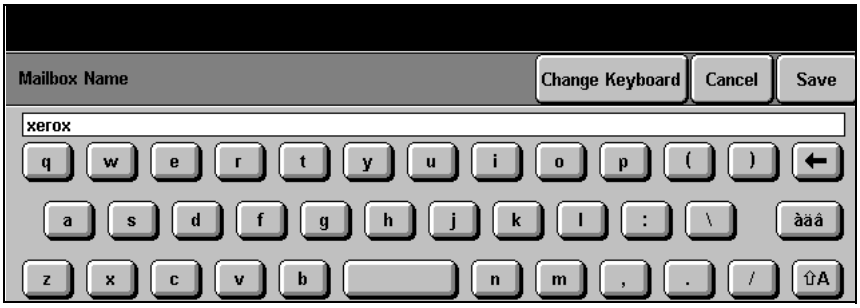


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- Use the keypad on the Control Panel to enter a four-digit password (0000-9999).
- Select **[Save]**.



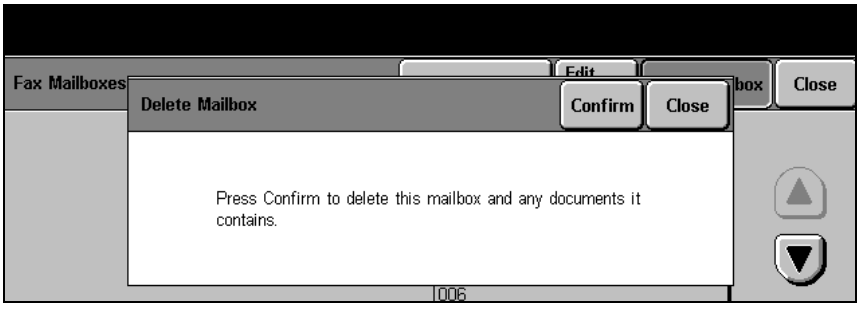
- Select **[Mailbox Name]**.
- Use the keypad on the Touch Screen to enter a name of up to 10 characters.
- Select **[Save]**.
- Select **[Next Mailbox]** to programme another mailbox. Select **[Previous Mailbox]** to return to a previous mailbox.
- Select **[Save]** and then **[Close]**.



HINT: Select Change Keyboard to access additional characters.

To Delete a Mailbox

- Select **[Delete Mailbox]**.
- Select **[Confirm]** to delete the selected mailbox and its contents.

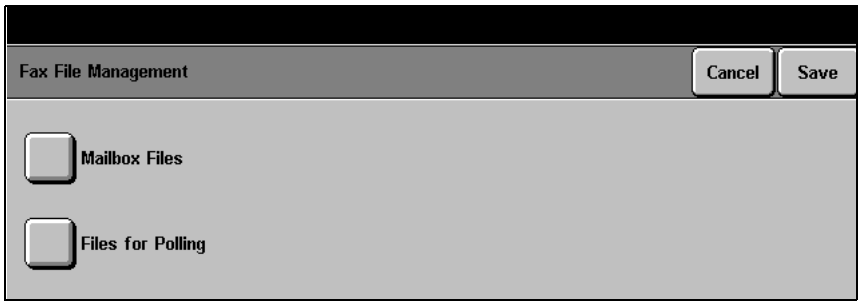


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Fax File Management

- Access *Fax Terminal Setups* as described on *"Fax Terminal Setups" on page 11-40*.
- Select **[Fax File Management]**.

- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.



Mailbox Files

Displays a list of fax jobs that were unsuccessful after attempting to send the job a specified number of times depending on current settings.

- Select **[Mailbox Files]**.
- Select the required default setting.



Refer to the following descriptions for more information.

Auto Delete automatically deletes all failed fax documents.

Keep keeps all failed fax documents until they are manually deleted.

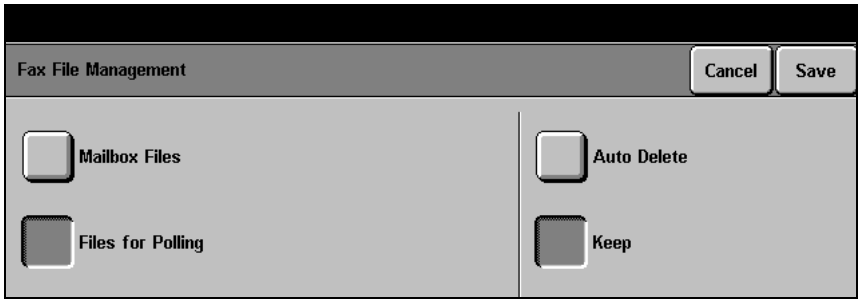
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Files for Polling

Contains data for documents scanned and stored in memory in order to send them to a remote terminal when polled.

Refer to the following description for more information.

- Select **[Files for Polling]**.
- Select the required default setting - a description of each follows.
- Select **[Save]**. Select **[Close]**.



Auto Delete automatically deletes stored fax files after they have been transmitted.

Keep keeps stored fax files after they have been transmitted until they are manually deleted.

Fax Communication Setups

Quick Pathway

- Select [Access] on the Control Panel
- Enter the *Key Operator PIN.*
- Select [Fax Setups]
- Select [Fax Communication Setups].

This section contains the procedures to set the following:

Outgoing Fax Options - page 11-59

Incoming Fax Options - page 11-64

Line Use Restriction - page 11-67

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Access Fax Communication Setups

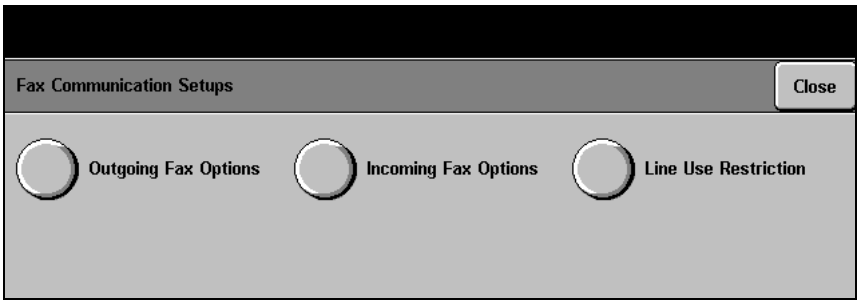
- Select **[Fax Setups]**.
- Select **[Fax Communication Setups]**.



NOTE: Only those selections relevant to the product configuration will be available.

Outgoing Fax Options.

- Select **[Outgoing Fax Options]**.
- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.



Dialling Type

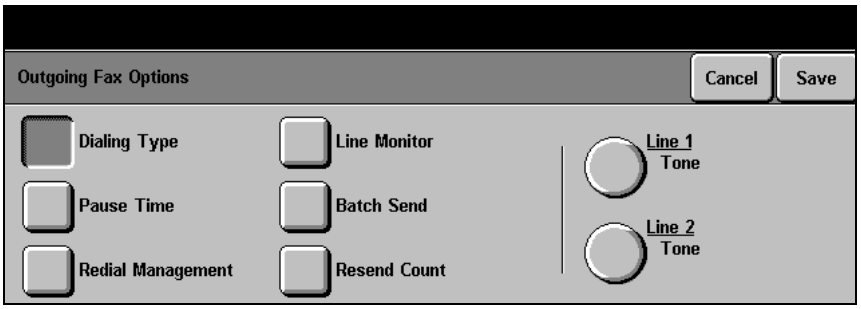
This setting programmes a tone or pulse dialling.

NOTE: This feature is restricted in some areas.

- Tone
- 10 PPS (pulse per second): for a rotary dial.
- 20 PPS (pulse per second): for a rotary dial.

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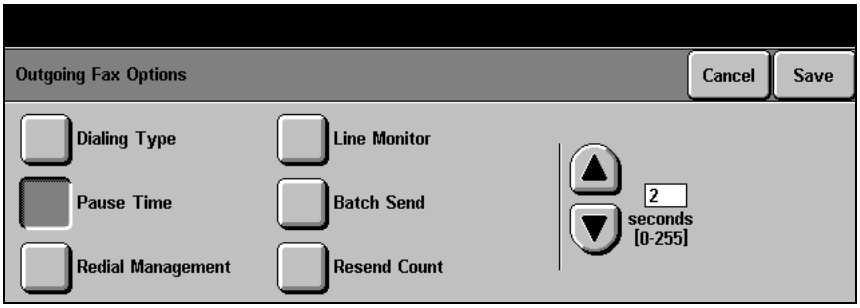
- Select **[Dialling Type]**.
- If necessary, select **[Line 1]** or **[Line 2]**.
- Select the desired option.
- Select **[Save]**.



Pause Time

This feature sets the amount of time for dial pauses.

- Select **[Pause Time]**.
- Select the scroll buttons to select a pause time in seconds.



Redial Management

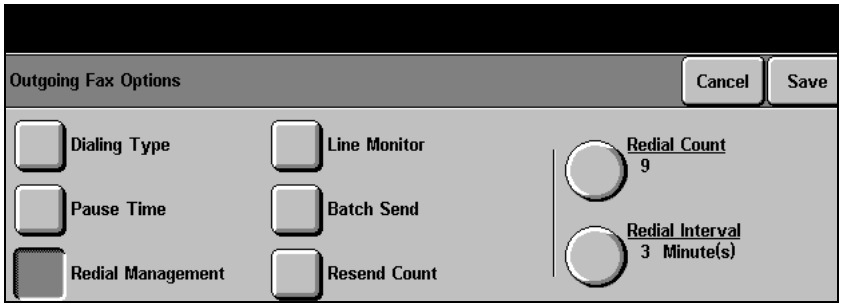
Redial Count sets the number of times the machine will automatically attempt a redial if a connection cannot be made.

Redial Interval sets the time intervals in minutes between redials.

NOTE: This feature is restricted in some areas.

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- Select **[Redial Management]**.



- Select **[Redial Count]**.
- Select the scroll buttons to select the number of redial attempts.
- Select **[Save]**.



- Select **[Redial Interval]**.
- Select the scroll buttons to select the elapsed time in minutes between redials.
- Select **[Save]**.



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Line Monitor

Line Monitor audibly monitors a transmission through the internal speaker until a connection is made. After connection, the line monitor is removed.

- Select **[Line Monitor]**.
- Select **[On]** to enable this feature or **[Off]** to switch this feature off.
- Select **[Save]** to continue.



Line Monitor Volume sets a default volume for line monitoring as *High, Normal,* or *Low.*

- If **[Line Monitor]** is set to [**On]**, select **[Line Monitor Volume]**.
- Select the volume setting required.
- Select **[Save]**.

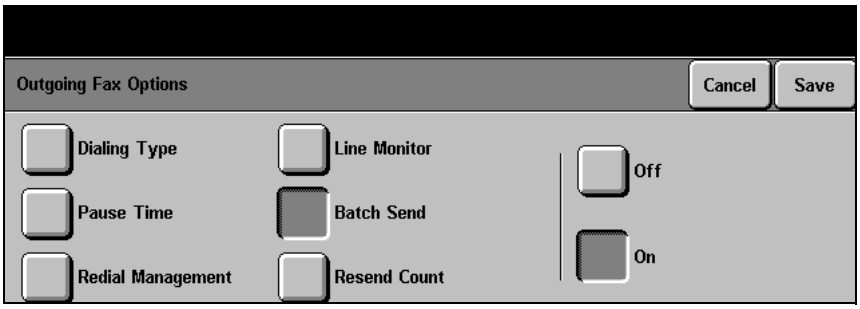


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Batch Send

Transmits several pending documents to one destination during a single phone call.

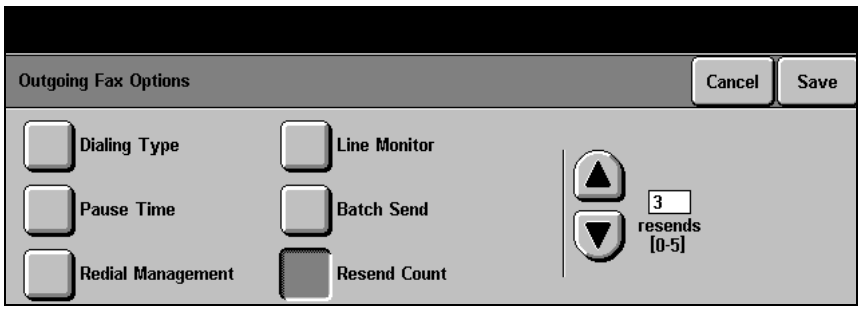
- Select **[Batch Send]**.
- Select **[On]** to enable this feature or **[Off]** to switch this feature off.



Resend Count

Sets the number of attempts that can be made to automatically re-transmit a failed page if a page error occurs.

- Select **[Resend Count]**.
- Select the number of attempts the machine should make to send a failed page.
- Select **[Save]**.

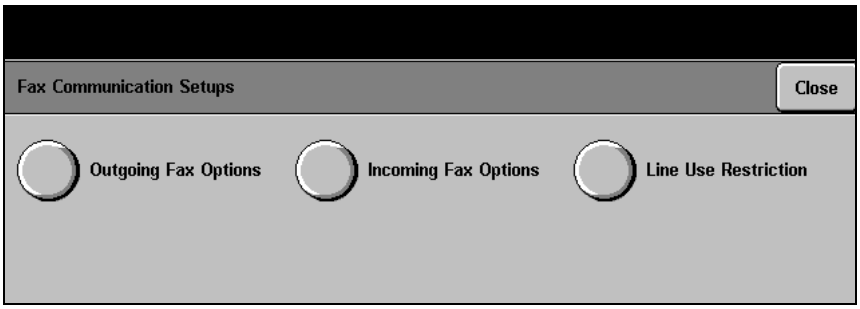


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Incoming Fax Options

- Access *Fax Communication Setups* as described on *"Fax Communication Setups" on page 11-58*.
- Select **[Incoming Fax Options]**.

- Select any button to change the setting - a description of each follows.
- Make changes as required.
- Select **[Save]**.

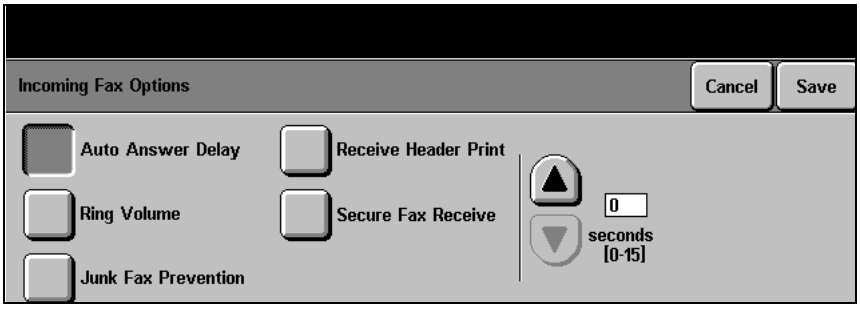


Auto Answer Delay

Sets the delay in seconds before incoming calls are automatically answered.

NOTE: This feature is restricted in some areas.

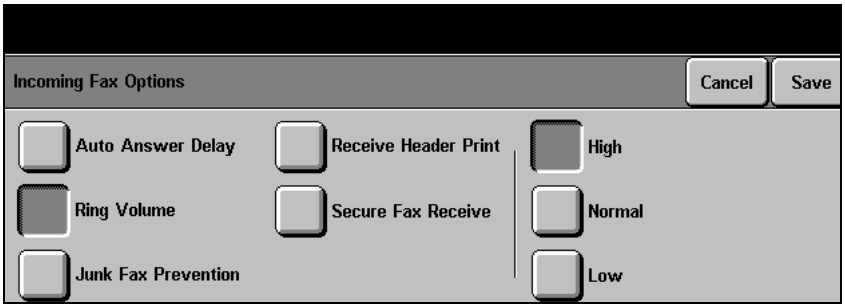
- Select **[Auto Answer Delay]**.
- Select the scroll buttons to set the time delay before calls are answered.



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Ring Volume

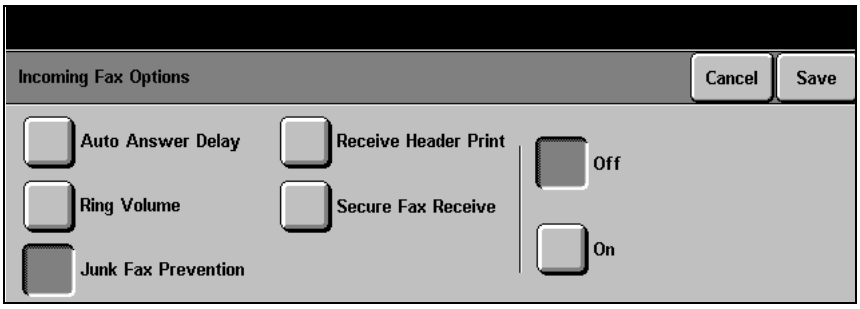
- Select **[Ring Volume]**.
- Select **[High]**, **[Normal]** or **[Low]** as the default ring volume.



Junk Fax Prevention

This feature programmes the machine to only accept incoming fax documents from remote machines whose Local ID numbers are programmed into the Dial Directory. All other fax documents are rejected thereby ensuring junk fax documents such as advertisements and circulars are not received.

- Select **[Junk Fax Prevention]**.
- Select **[On]** to enable this feature and **[Off]** to switch this feature off.
- Select **[Save]**.

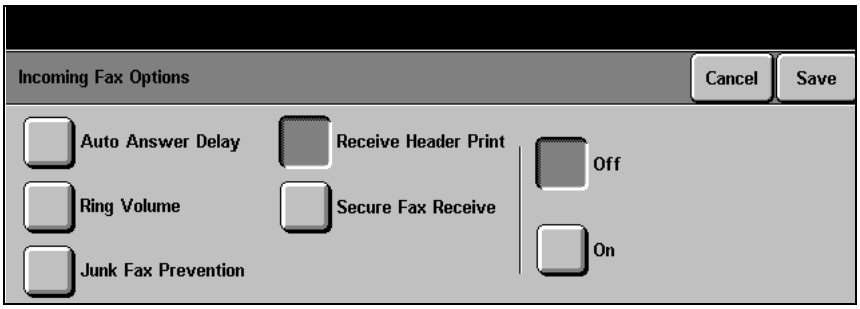


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Receive Header Print

When enabled the machine automatically prints information about the transmitting machine on the top of each page.

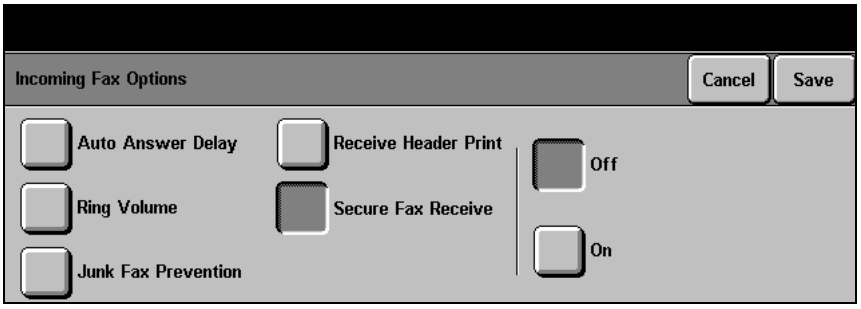
- Select **[Receive Header Print]**.
- Select **[On]** or **[Off]**.



Secure Fax Receive

This feature ensures that incoming faxes are treated as secure faxes.

- Select **[Secure Fax Receive]**.
- Select **[On]** or **[Off]**.



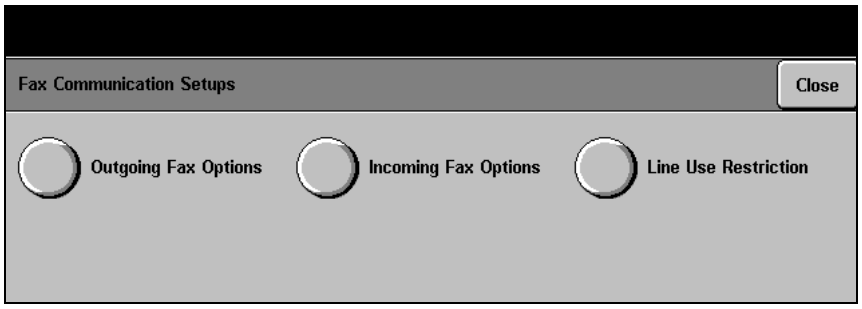
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Line Use Restriction

Where more than one line is connected to the *DC440/432/425*, this feature enables one line to be reserved for incoming fax documents.

NOTE: It is recommended that Line 1 is used to receive faxes and Line 2 set to transmit and receive faxes.

- Select **[Line Use Restriction]**.



- Select **[Line 1]** or **[Line 2]**.
- Select **[Receive Only]** *to* reserve this line for incoming fax documents.
- Alternatively, select **[Transmit and Receive]** to enable the chosen line to accept incoming and outgoing fax documents.
- Select **[Save]** and then **[Close]**.



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Auditron Setups

The Auditron feature enables machine usage to be tracked and / or controlled, preventing unauthorised access to the machine and enabling recharges for prints to be applied.The options available are described below - the chosen option must initially be enabled by the Xerox Service representative.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] on the control panel
- Enter the *Auditron Administrator PIN - see NOTE*
- Select [Enter] in the pop-up window
- Select [Auditron Setups]

- **The *Internal Auditron*** is a built-in electronic accounting system that enables system usage to be tracked in machine memory by account number. When enabled, the user enters an account number prior to using the machine. The numbers of prints made using the Account are tracked by internal counters which can be viewed on the User Interface screen by a user with *Auditron Administrator* privileges.
- **The *Job Based Accounting*** this feature is an external device available on network configured machines only. It uses an external accounting system server to store account data.
- **The *Foreign Interface*** feature enables an external control device such as a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system.

NOTE: When the Internal Auditron is used with an External Control Device, the External Control Device will take precedence over the Internal Auditron for that service.

The *Auditron Setups* are used initially to set up the *Auditron* accounts, feature, and job limits, job completion procedures and periodically to gain access to account usage information.

Access to the *Auditron Setups* is controlled by a Personal Identification Number (PIN), and it is limited on the *DC440/432/425* to users who have *Auditron Administrator* privileges.

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For further information about privileges, please refer to "Access Rights" on page 11-82.

Access Auditron Setups

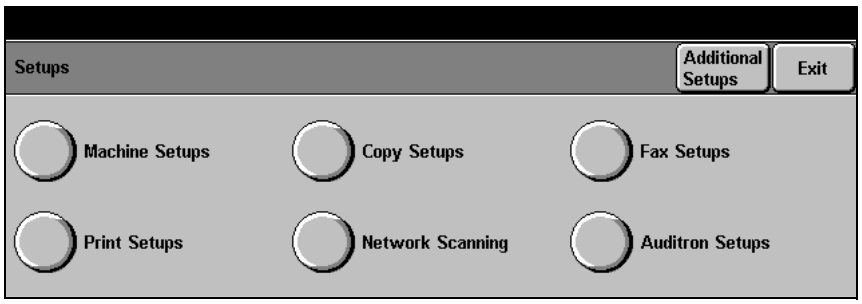
- Select **[Access]** on the Control Panel.

A pop-up window will be displayed on the Touch Screen.



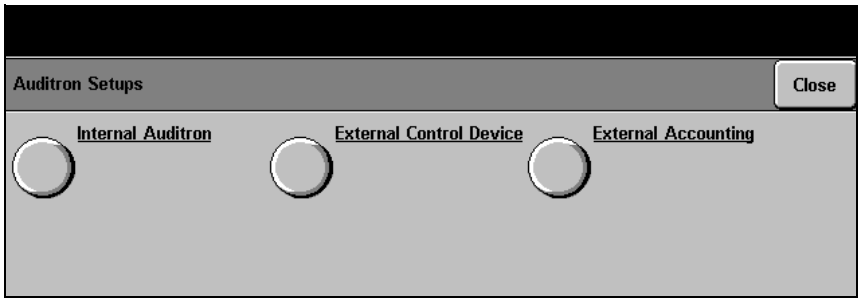
- Select **[#]** on the Control Panel and use the number keypad to enter an *Auditron Administrator PIN*.
- Select **[Enter]** in the pop-up window.

- Select **[Auditron Setups]**.



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- Select the option required.
  - For Internal Auditron refer to *"Internal Auditron" on page 11-70*.
  - For External Control Device refer to *"Foreign Interface Device" on page 11-80*.
  - For External Accounting refer to *"Job Based Accounting (optional)" on page 11-78*.



Internal Auditron

Quick Pathway

- **Select [Access] on the Control Panel**
- **Select [#] button on the Control Panel**
- **Enter *Auditron Administrator PIN - see NOTE***
- **Select [Auditron Setups]**
- **Touch [Internal Auditron]**

Internal Auditron setups covers the following topics:

1. *Auditron Enable Setups*—to set up the Auditron for one or more services.
2. *Account Setups*—to set up the Auditron accounts, delete accounts and to set counter limits for each account.
3. *Job Limit Policy*—to set up how the machine should behave when an account reaches its account limit.
4. *Account Summary*—reviews all the auditron accounts.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

Auditron Enable Setups

This setup enables the Auditron services to be enabled or disabled as required. One or more services can be selected.

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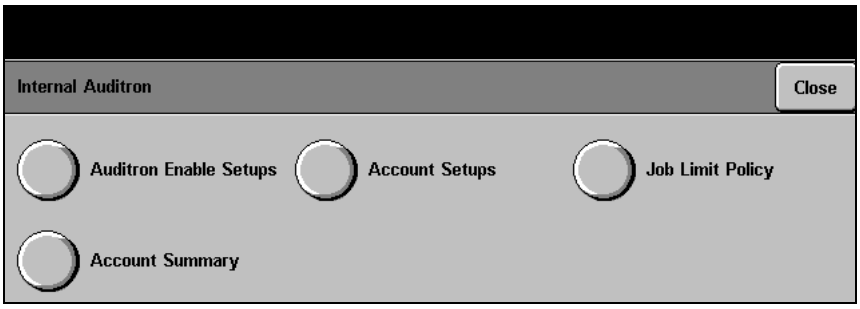
- Access *Auditron Setups*.

NOTE: The screen may show more options dependent on configuration.

- Select **[Internal Auditron]**.



- Select **[Auditron Enable Setups]**.
- Select the services to be enabled or disabled for the Auditron - see below.
- Select **[Save]**.



Copy enables/disables Auditron for Copy jobs.

Fax enables/disables Auditron for Fax jobs.

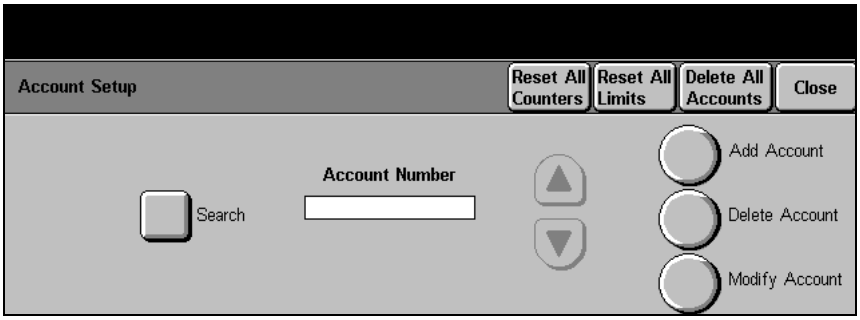
NOTE: The choice available will depend on the machine configuration - for example if the machine does not have Fax capability, then the Fax option will not be displayed.

Account Setups

This setup is used to create, delete or modify the accounts. Depending on local requirements for tracking usage, one account number can be assigned to each department or one account number assigned to each individual. A maximum of 2000 accounts can be programmed into the machine. Account numbers can contain between 4 and 16 digits.

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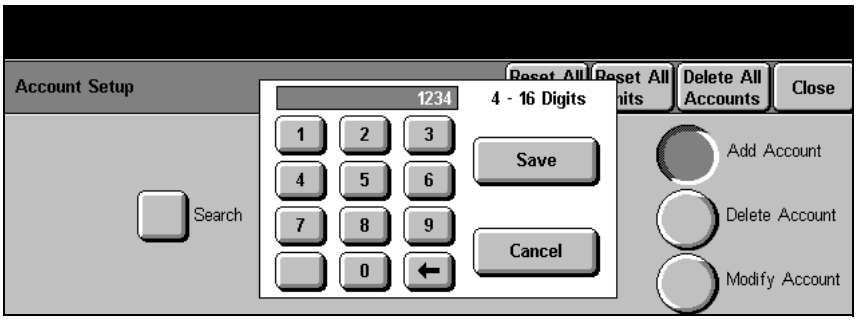
- Select **[Internal Auditron]**.
- Select **[Account Setups]**.
- Make selections as required - see below for a description of each.
- Select **[Save]**.



Add/Modify Accounts

To add an account:

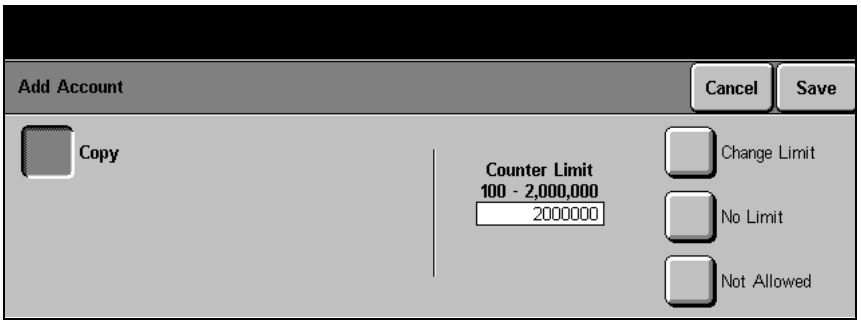
- Select **[Add Account]**.
- Enter the account number (between 4 and 16 digits long) using the screen keypad.
- Select **[Save]**.



To modify an account:

- Select the account number and select **[Modify Account]**.

- Select the services and copy limits for the selected account.
- Select **[Save]**.



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All Limits the same use the popup keypad to enter a limit in units of 100 to restrict the number of prints which can be assigned to this account for all the services selected.

Change Limit use the popup keypad to enter a limit in units of 100 to restrict the number of prints which can be assigned to this account for each service selected.

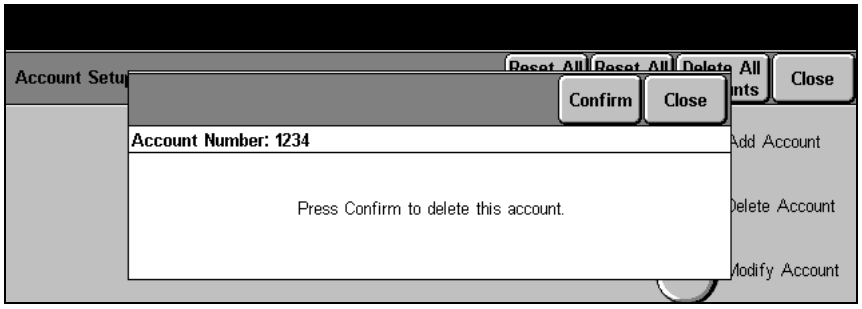
No Limit select this button to assign no restriction on the number of prints for this account for each service selected.

Not Allowed a value of 0 will be displayed. No prints can be allocated to this account for the service selected.

☞ ***HINT:*** *Users can check the status of their accounts by selecting Machine Status on the Control Panel. Auditron is on the Reports & Counters tab.*

Delete Account

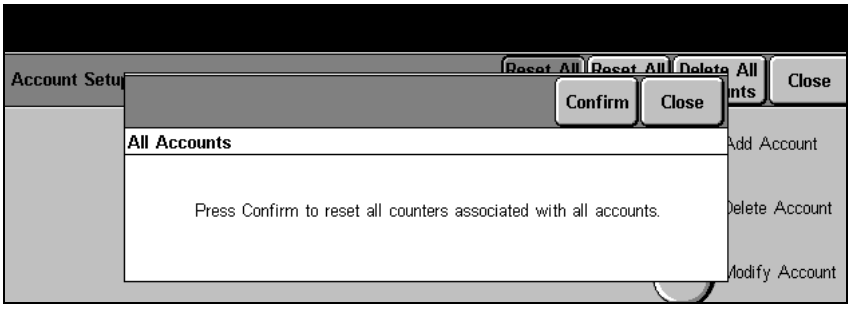
- Select the account number to be deleted.
- Select **[Delete Account]**.
- Select **[Confirm]**.
- Select **[Close]**.



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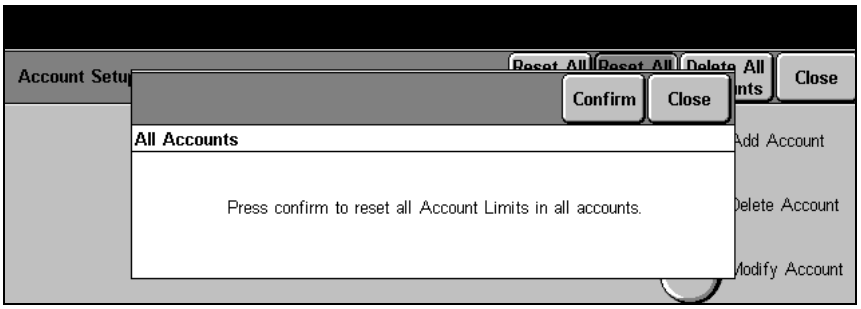
Reset All Counters

- To reset the counters for ALL ACCOUNTS to zero, select **[Reset All Counters]** at the top of the screen.
- Select **[Confirm]**.
- Select **[Close]** to continue.



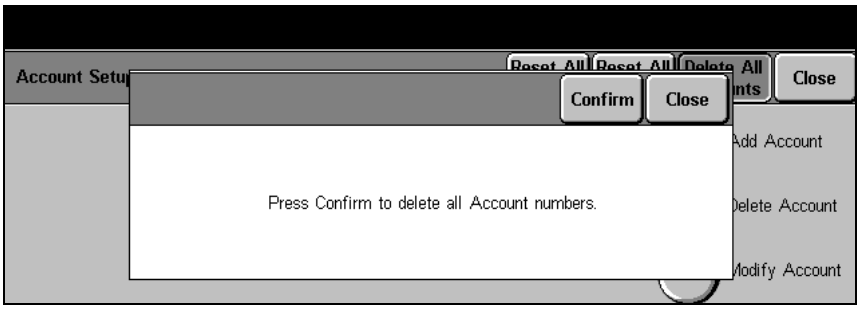
Reset All Limits

- To reset the limits for ALL ACCOUNTS to zero, select the **[Reset All Limits]**.
- Select **[Confirm]**.
- Select **[Close]**.



Delete All Accounts

- To delete ALL ACCOUNTS select **[Delete All Accounts]**.
- Select **[Confirm]**.
- Select **[Close]**.



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Job Limit Policy

This feature sets machine behaviour when the user's account limit has been reached. When the limit is reached, the machine will either stop the current job immediately or let the job finish and go over the limit.

- Select **[Internal Auditron]**.
- Select **[Job Limit Policy]**.
- Select the preferred option - see below for a description of each.
- Select **[Save]**.



Terminate Immediately the machine will stop the job as soon as the account limit has been reached. For the Copy feature, any pages committed to print will be allowed to print. Therefore the account limit may be exceeded. The maximum number of pages allowed after the limit has been reached is three pages. For Fax jobs, no extra pages are allowed beyond the account limit.

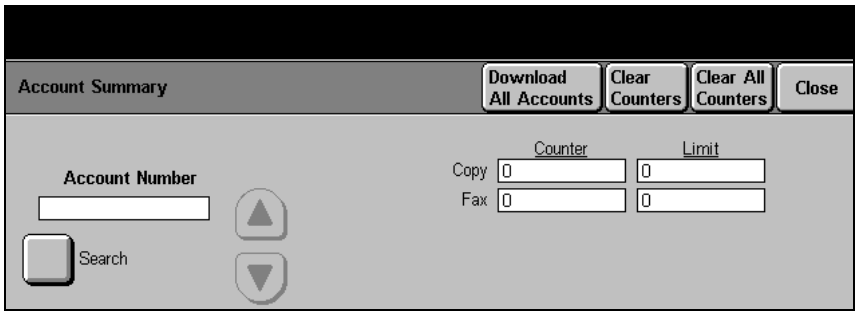
Terminate on Job Boundary the machine allows the current job to be completed. No further jobs are allowed until the limit is increased or the counter reset.

Account Summary

This feature provides access to all of the Auditron accounts and their associated counters. It also enables an individual counter or all account counters to be cleared and account information to be downloaded to a PC or printer.

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- Select **[Account Summary]**.
- Make selections and changes as required. See the following page for details.



Scroll List use the scroll buttons to access each account to review the counters associated with that account. The scroll list displays all accounts in numerical order with the lowest account number appearing at the top of the list.

Search to access a particular account, select **[Search]**, enter the account number and select **[Save]**.

Counters and Limits Display this display provides the current value and limit of the counters for each service associated with the selected account.

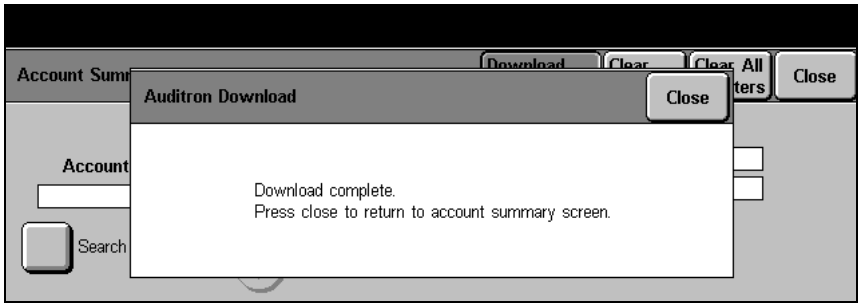
Clear Counters resets the counters for the selected account to zero. Select **[Confirm]** in the pop-up window and **[Close]** to continue.

Clear All Counters resets all the counters for ALL OF THE ACCOUNTS to zero. Select **[Confirm]** in the pop-up window and **[Close]** to continue.

Download All Accounts downloads Auditron information to a PC. However, the download process requires additional external hardware in order to operate. *Contact the Xerox Sales representative for further information.*

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- To download account information select **[Download All Accounts]**. A message will appear confirming that the download is in progress.
- On completion a confirmation message will be displayed.
- Select **[Close]**.



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Job Based Accounting (optional)

Quick Pathway

- **Select [Access] on the Control Panel**
- **Select [#] button on the Control Panel**
- **Enter *Auditron Administrator PIN - see NOTE***
- **Select [Auditron Setups]**
- **Select [External Accounting]**

Job Based Accounting is an optional external accounting system installed via a floppy disc and set up by the System Administrator. It can be used for Copy, Embedded Fax, LanFax, Server Fax, E-mail, Print and Scan jobs.

NOTE: The set of data collected for accounting will vary for each job type in the system.

The *Document Centre* must be connected to the network for this feature to operate as the network is used to communicate job-logging data to an External Accounting System (EAS). Once the installation is complete the EAS is given the IP address of the machine. Data is then collected by the EAS Server at regular intervals.

The EAS must have Internet access. The External Accounting System uses the Internet Address (for example the IP address) to gain access to the *Document Centre*.

When a job is submitted to the machine, users are prompted to type in a User ID and an Account ID. A remote server will supply a set of valid user and account numbers to the system and the machine validates this data before the job is allowed to begin.

Jobs can also be submitted to the *Document Centre* using the CentreWare driver. Refer to the *CentreWare Customer Documentation* for further information.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.

To enable *Job Based Accounting* a floppy disk must be purchased from Xerox. The floppy disk is used to install the software.

NOTE: This feature cannot be used if the Internal Auditron or External Auditron is in use.

Once the floppy has been installed then *Job Based Accounting* can be enabled as follows:

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1. Enable the software using the floppy disc.
2. Configure the Third Party Accounting System.
3. At the machine enable *Job Based Accounting.*

- Access *Auditron Setups.*
- Select **[External Accounting]**. Make selections as required - a description of each follows.



Enable /Disable enables/disables *Job Based Accounting.*

User ID Display displays the user ID. This can be set as Open Text or Secure. If *Secure* is selected the characters entered will be displayed as *******.

Account ID Display displays the account ID. This can be set as Open Text or Secure. If *Secure* is selected the characters entered will be displayed as *******.

Default User ID used by the System Administrator to enter a default user number which can be used by users. Users may still edit the ID as normal but must delete the entry before entering another number.

Default Account ID used by the System Administrator to enter a default account number which can be used by users. Users may still edit the ID as normal but must delete the entry before entering another number.

Action when full sets the machine to either *Disable Accounting* or *Declare Fault* when an account is full. This will normally occur when the machine has logged 2000 jobs and has not been polled by the EAS server to send the Job Log.

NOTE: Job Interrupt is available when this feature is enabled.

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Foreign Interface Device

Quick Pathway

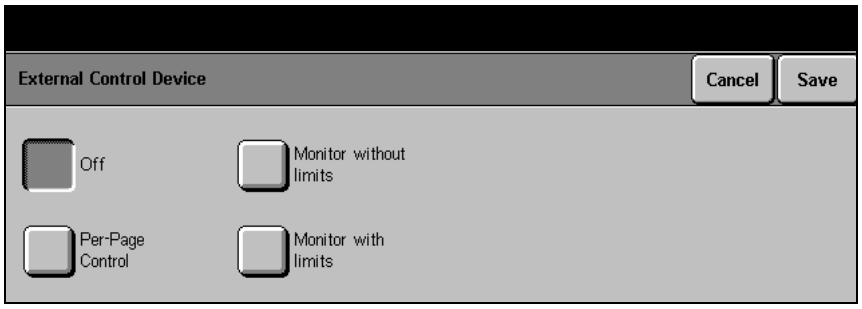
- Select [Access] on the Control Panel
- Select [#] button on the Control Panel
- Enter *Auditron Administrator PIN - see NOTE*
- Select [Auditron Setups]
- Select [External Control Device]

A *Foreign Interface Device* might be a coin-operated device, a bill acceptor, a card reader, or a network controlled tracking system installed on the system. The device must initially be enabled by the Xerox representative.

This device controls Copier print services only.

- Access *Auditron Setups*. Refer to *"Access Auditron Setups" on page 11-69* for more information.
- Select **[External Control Device]**. Make selections as required - a description of each follows.

NOTE: The default password is #22222 which may be used if PINs have not yet been assigned.



Off to specify that a Foreign Interface Device is not connected.

Per-Page Control to set the device for tracking each page in each job separately. For example, for a coin-operated device, set External Auditron to Per-Page Control. Otherwise, more than the current page will be printed, even though only one coin was inserted.

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Monitor without limits	to set the device to track the usage of the machine, but not to limit users to a number of copies or prints.
Monitor with limits	to set the device to track the usage of the machine, but limit users to a number of copies or prints.

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Access Rights

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] button on the Control Panel
- Enter *Owner PIN - see NOTE*
- Select [Additional Setups] (if necessary)
- Select [Access Rights Setups]

Personal Identification Numbers (PINs) and privileges are assigned to users who need to access the Setup Tools. Up to 100 PINs, each between 4 and 16 digits long, may be assigned. There are different levels of privileges, depending on machine configuration:

- Key Operator
- System Administrator
- Auditron Administrator
- Owner

NOTE: The factory default password is *#22222*. This password is used initially, prior to new PINs being assigned. To prevent unauthorised access, it is recommended you change this password. Please contact your Xerox Service Representative for further assistance.



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Each privilege determines the right to set up the default settings for a specified set of functions, as shown in the table below.

	Key Operator	System Administrator	Auditron Administrator	Owner
Machine Setups	Yes	No	No	No
Copy Setups	Yes	No	No	No
Fax Setups	Yes	Yes	No	No
Print Setups	No	Yes	No	No
Network Scanning Setups	No	Yes	No	No
E-mail Setups	No	Yes	No	No
Authentication Setups	No	Yes	No	No
Auditron Setups	No	No	Yes	No
Access Rights	No	No	No	Yes

More than one privilege can be assigned to an individual user. Customer preference determines whether individual privileges are assigned to various users or all privileges assigned to only ONE user.

The following table illustrates a situation where various privileges are assigned to five users.

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PIN	Key Operator	System Administrator	Auditron Administrator	Owner
1234			✔	✔
2345	✔			
3456		✔		
5678	✔			✔
4567	✔	✔	✔	✔

- **PIN 1234** enables its assigned user to enter the Setup Tools and access only the Auditron and Access Setup features. This user cannot access any other Setups.
- **PIN 2345** enables its assigned user to enter the Setup Tools and access the Machine Setups, Copy Setups, and Fax Setups. This user cannot access any other Setups.
- **PIN 3456** enables its assigned user to enter the Setup Tools and access the Print Setups, E-mail Setups and the Network Scanning Setups. This user cannot access any other Setup buttons.
- **PIN 5678** enables its assigned user to access Machine Setups, Copy Setups, Fax Setups, Access Rights setups and Auditron Setups.
- **PIN 4567** enables its assigned user to enter the Setup Tools and access ALL of the Setups.

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Assign Privileges

- Select **[Access]** on the Control Panel.

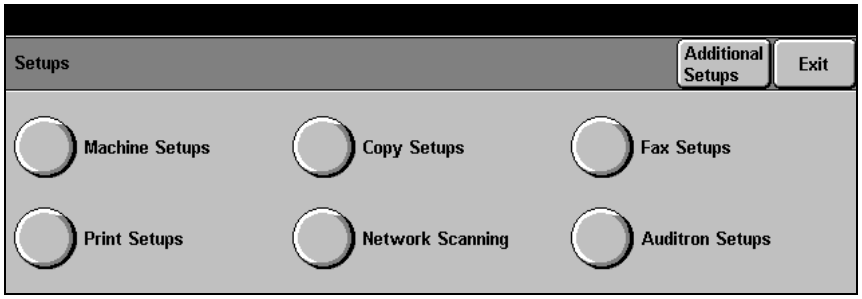
A pop-up window will be displayed on the Touch Screen.

- Select **[#]** on the Control Panel, and enter a *PIN* with *Owner Privileges*.
- Select **[Enter]** in the pop-up window.



NOTE: The factory default password is #22222. This password is used initially, prior to new PINs being assigned. To prevent unauthorised access, it is recommended you change this password. Please contact your Xerox Service Representative for further assistance.

- If necessary, select **[Additional Setups]**.



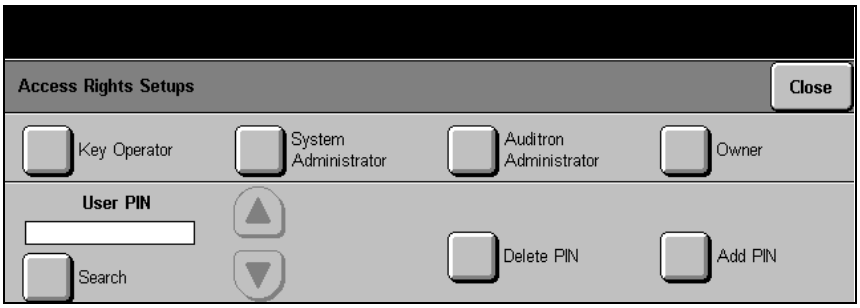
- Select **[Access Rights].**



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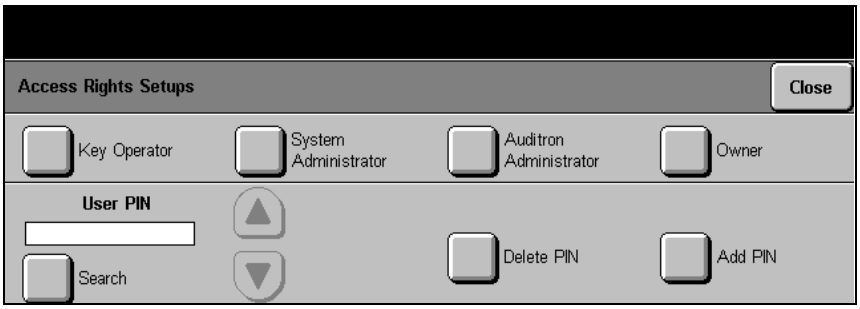
Add Pin

- Select **[Add Pin]**.
- Using the pop-up keypad, enter a number between 4 and 16 digits.
- Select **[Save]**.



Set User Privileges

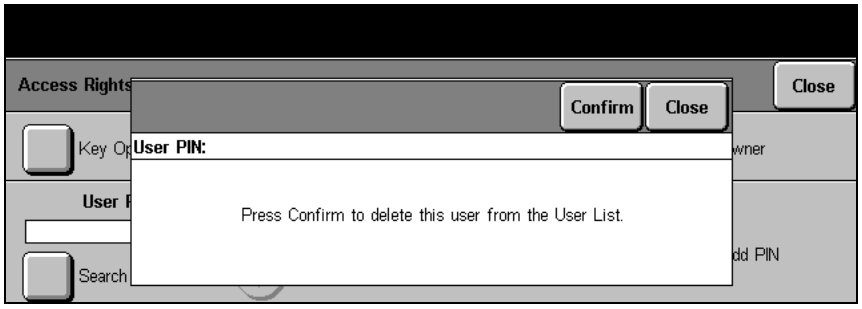
- Use the search facility or scroll buttons to select the user pin number for the user whose privileges are to be set or modified.
- Select the desired button(s) to add or remove privileges. *Refer to page 11-83 for a description of each.*
- Select **[Confirm]**.



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Delete PIN

- Use the search facility or scroll buttons to select the User PIN number to be deleted
- Select **[Delete PIN]**.
- Select **[Confirm]**.



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Service Access Control - Authentication Mode

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] button on the Control Panel.
- Enter the *System Administrator PIN*.
- Select [Additional Setups].
- Select [Service Access Control].

Authentication is an optional feature available on a network connected *DC440/432/425*. Authentication restricts access to Server Fax, Network Scanning and E-mail. Users will be required to enter a name and/or password to access these screens.

NOTE: If a user is logged on to Network Accounting or the Auditron at the same time as Authentication, the user will be logged off the other service at the same time as logging off from Authentication.



NOTE: Refer to the *DC440/432/425 System Administration Guide* for more information.

Guest Access the System Administrator can configure a passcode number to protect certain features from unauthorised access. Users must enter this passcode number to gain access.

Networked Authenticated Access when enabled users will need to enter their name and password to gain access to protected features. The user name and password are sent to a server for verification. Users have the option of selecting an alternative verification server.

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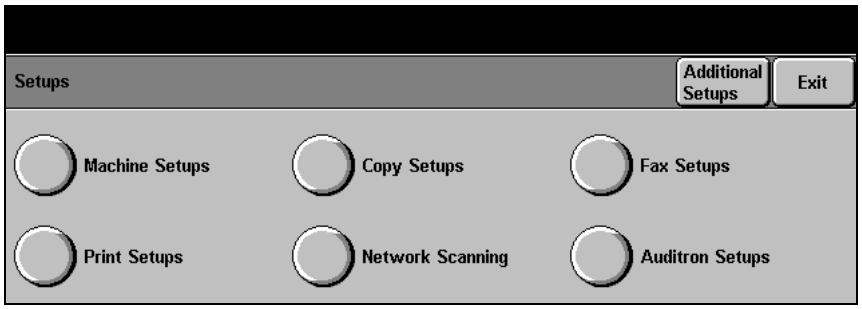
Network Scanning Setups

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] button on the Control Panel.
- Enter the *System Administrator PIN*.
- Select [Network Scanning].

Network Scanning is an optional feature available on a network connected *DC440/432/425*. When enabled this feature allows users to scan hard copy documents at the *DC440/432/425* and store the images on a NetWare or TCP/IP file server.

NOTE: Refer to the *DC440/432/425 System Administration Guide* for more information.



Job Template Pool

This feature provides the filing protocol option for the location of the template pool. The default settings for either TCP/IP or Netware can be set here.

Default Repository

This is the filing location that is used by the default template (@default.xst).

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If File Already Exists

Allows the System Administrator to select the Filing Policy contained in the default template. The Filing Policy determines how the scanned file will be stored in the repository and is referred to 'If File Already Exists' on the Document Centre.

Confirmation Sheet

The Confirmation Sheet prints a summary of details associated with the scanning and distribution of a Network Scanning job.

Update All Templates

Applies the changes to all the templates.

Public Repository 1,2,3,4

Up to five public repositories can be set up. These are the Default Repository and Repositories 1,2,3 and 4. These public repositories can be selected when a scan template is created. The scan template for a public repository includes the name and the password required for access to the repository.

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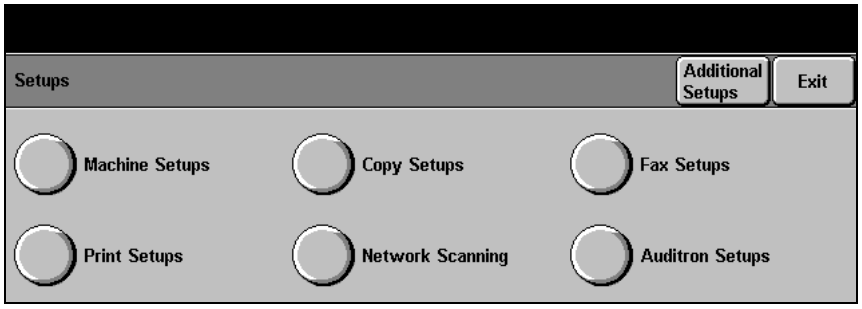
Print Setups

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] button on the Control Panel.
- Enter the *System Administrator PIN*.
- Select [Print Setups].

Print Setups options are set up by the System Administrator. These setups and defaults are relevant to the *DC440/432/425* as a fully networked printer.

NOTE: Refer to the *DC440/432/425 System Administration Guide* for more information.



Port Setups

set up the required port on the system. Ethernet, Parallel Port or Token Ring are the available options.

Protocol Setups

Sets up the machine settings that correspond with the protocol being used. For example, NetBIOS/NetBEUI, AppleTalk, NetWare, TCP/IP.

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Printer Setups

Sets up the following options on the machine:

- **Banner Sheet** - a cover sheet that is printed with the job.
- **Start Page** - specifies whether or not a startup page is automatically printed each time the machine is powered on.
- **Job Settings** - customises the Number of Copies, Collated Sets, Sides Printed or Image Quality features.
- **Tray Settings** - used to assign the default Tray Priority, enable or disable Auto Tray Switching and specify the Destination Tray.

NOTE: This feature is not available on the *DC425* single tray configuration.

- **Media Settings** - specifies the default size, type and colour of stock used for printing documents, and specifies the default type and colour for printing Banner Sheets and Reports. Also enables and disables the Media Colour Substitution for the Banner Sheet.
- **Hold Job Auto Delete** - used to enable or disable the buttons displayed on the *Hold Job Auto Delete* screen. When enabled the System Administrator can specify a hold interval of between 1 and 120 hours, after which time the job(s) will be automatically deleted.

Postscript Setups

The Postscript Setups feature allows the System Administrator to enable or disable an error sheet for postscript printing errors.

PCL Setups

Allows the System Administrator to select and format the available PCL Resident Fonts.

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Tower Mailbox Setups

Allows users to be assigned to a specified bin. There are 10 bins available.

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E-mail Setups

Quick Pathway

- Select [Access] on the Control Panel
- Select [#] button on the Control Panel.
- Enter the *System Administrator PIN*.
- Select [Additional Setups].
- Select [E-mail Setups].

E-mail is an optional feature available on a network connected *DC440/432/425*. When enabled this feature allows users to e-mail to scan an original document, convert the scanned document to an electronic format and then send that information to one or more e-mail address destinations.

NOTE: Refer to the *DC440/432/425 System Administration Guide* for more information.



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12 Maintenance

There will be times when the machine will require maintenance tasks to be carried out. Information contained in this chapter will assist in these tasks.

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Ordering Supplies

A variety of supplies, such as the Copy/Print Cartridge, cleaning solutions, editing markers and staples are available for the *DC440/432/425.*

To obtain supplies, contact the local Xerox office, giving the company name, the product number and it's serial number.

Use the space below to record the telephone number:

Supplies Telephone Number:

.....

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Cleaning the *DC440/432/425*

Proper maintenance is important for the smooth operation of any equipment.

CAUTION: When cleaning the *DC440/432/425*, do *not* use organic or strong chemical solvents or aerosol cleaners. Do *not* pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation, they can cause poor performance and create a dangerous condition. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

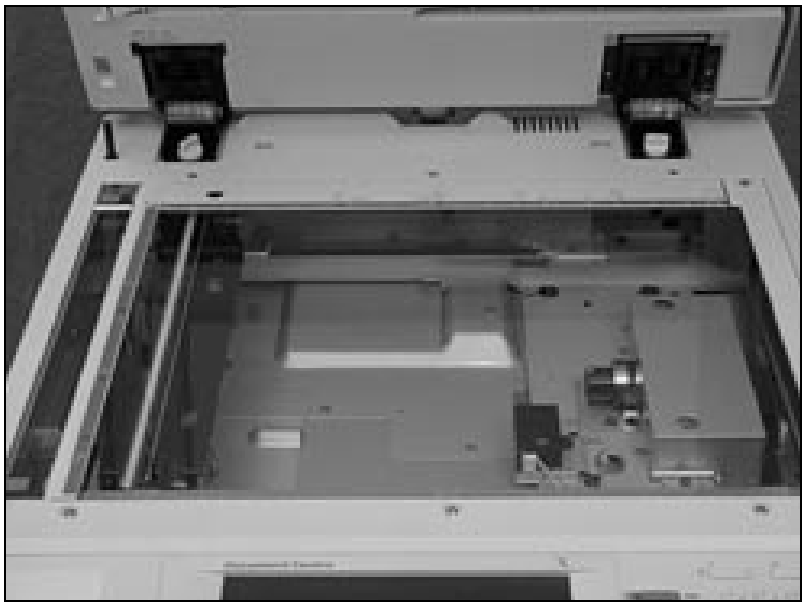
WARNING: Do *not* remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do *not* attempt any maintenance procedure that is not specifically described in the documentation supplied with the *DC440/432/425*.

The Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the document glass and constant velocity transport glass monthly, or more often if needed. This helps avoid output with streaks, smears and other marks that transfer from the glass area when scanning documents.

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- To clean the glass areas use a lint-free cloth, lightly dampened with water or Xerox Lens and Mirror Cleaner.
- Clean the white tabs, located on the under side of the Document Cover and in the Document Feeder, to remove toner smudges and other marks.



The Control Panel and Touch Screen

Regular cleaning keeps the touch screen and Control Panel free from dust and dirt. To remove finger prints and smudges, clean the control panel and touch screen with a soft, lint-free cloth, lightly dampened with water.

The Document Feeder and Output Trays

Use a cloth moistened with water to clean the Document Feeder, output trays, paper trays and the outside areas of the *DC440/432/425.*

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Replacing the Copy/Print Cartridge

The Copy/Print Cartridge is a customer replaceable unit. This assembly holds the toner for the *DC440/432/425*.

After approximately 14,000 copies/prints the touch screen will display a message that it is time to order a new cartridge. When this message appears, make sure that a new cartridge is ordered. Do not replace the cartridge at this point, wait until the replace cartridge message appears.

CAUTION: When ordering a new Copy/Print Cartridge make sure the correct cartridge is ordered for the *Document Centre* by specifying which *Document Centre* model you have. For assistance the product number will be displayed on the cartridge box.

WARNING:Do *not* shake an empty cartridge or hold it close to you. Some toner residue might accidentally spill. Do *not* shake the empty Copy/Print Cartridge and return it to the machine to extend its use.

Removing the old Copy/Print Cartridge

NOTE: If the *DC440/432/425* does not include the Finisher and/or High Capacity Feeder, ignore the first step.

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- Slide the Finisher and/or High Capacity Feeder away from the machine.



- To open the Duplex Module door, release the lever located at the front of the Duplex Module (optional on the *DC425)*.

NOTE: The Duplex Module will not be available on the *DC425* cabinet configuration.



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- Release the handle to open the Upper Left Door.



- Pull the Left Front Cover open towards you.



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- Holding the coloured lever, as shown, slide the cartridge out until you can take hold of the handle on top of the cartridge.



- Using the handle, lift the cartridge out of the machine.



CAUTION: Hold the empty Copy/Print Cartridge away from you to avoid spilling any toner residue.

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Recycling the Copy/Print Cartridge

The Print/Copy Cartridge is designed to be re-manufactured. However, refilling the cartridge is *not* recommended because critical components may need replacing. To recycle used Print/ Copy Cartridges, return them to Xerox in the original packaging. Return labels are included with each new cartridge.

Inserting the new Copy/Print Cartridge

- Remove the new Copy/Print Cartridge from the box. Vigorously shake the cartridge from side to side before removing it from the bag.
- Remove the paper strip protector. Refer to the instructions with the packaging for more information.



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- Holding the cartridge by its handle, slide it into the frame in the machine. Let go of the handle as you slide the Copy/ Print Cartridge all the way to the back of the frame. It must click into place.
- Pull the coloured tab to remove the sealing tape from the cartridge. It is located on the front of the cartridge.



CAUTION: To avoid spills, do not remove the sealing tape until the Copy/Print Cartridge is completely in place.

- Close the Left Front Cover.

NOTE: The Left Front Cover will not close if the cartridge is not completely in place.

- Close the Upper Left Cover.

IF FITTED

- Close the Duplex Module.
- Slide the Finisher and High Capacity Feeder back in to place.



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CAUTION: Occasionally, after the Copy/Print Cartridge is replaced, the first page printed is blank. This is because the roller has not yet turned over to distribute fresh toner. If this happens, reprint the job.

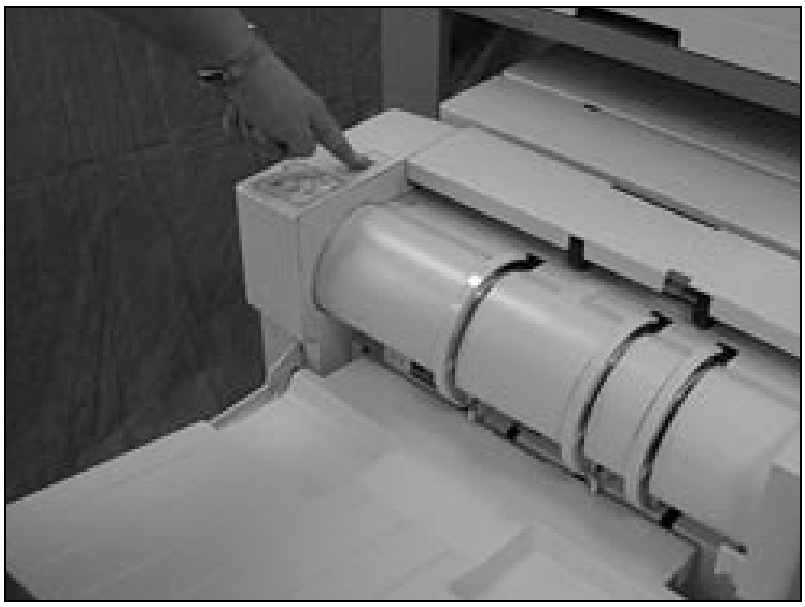
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Loading Staples

Finisher (optional)

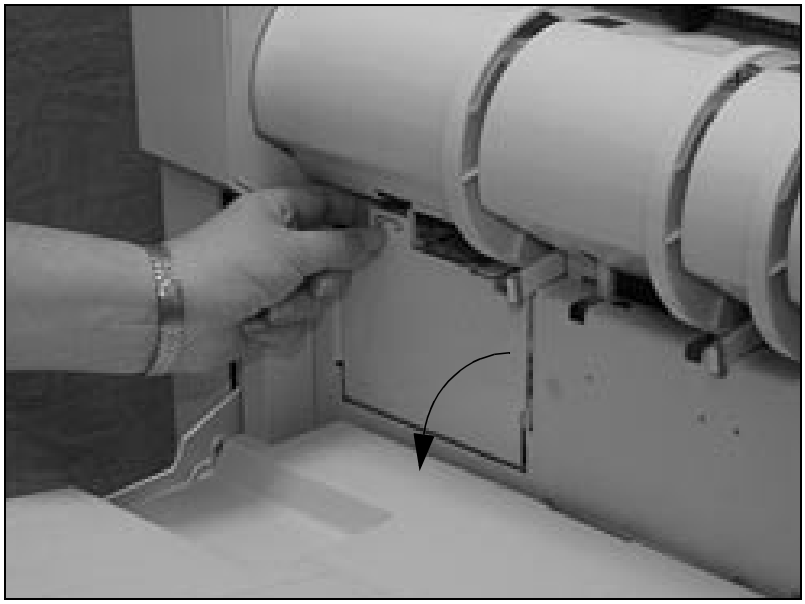
The Finisher contains an automatic stapler. Staple cartridges contain 5000 staples. To replace the cartridge:

- Press and hold the button on top of the Finisher to lower the Finisher Tray.

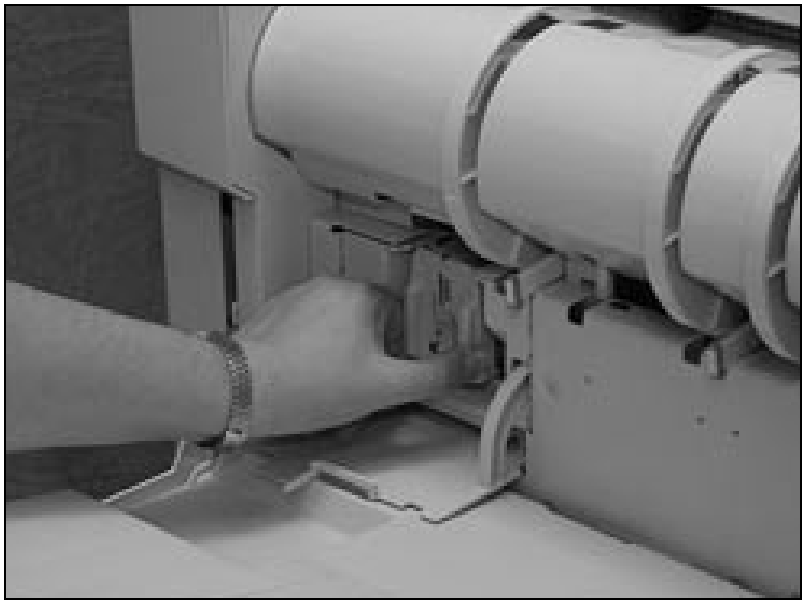


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- The staple cartridge is located inside the small door, which has a staple imprinted on the outside. Pull open the door towards you.



- Take hold of the cartridge as shown.
- Gently pull out the cartridge and dispose of the unit.

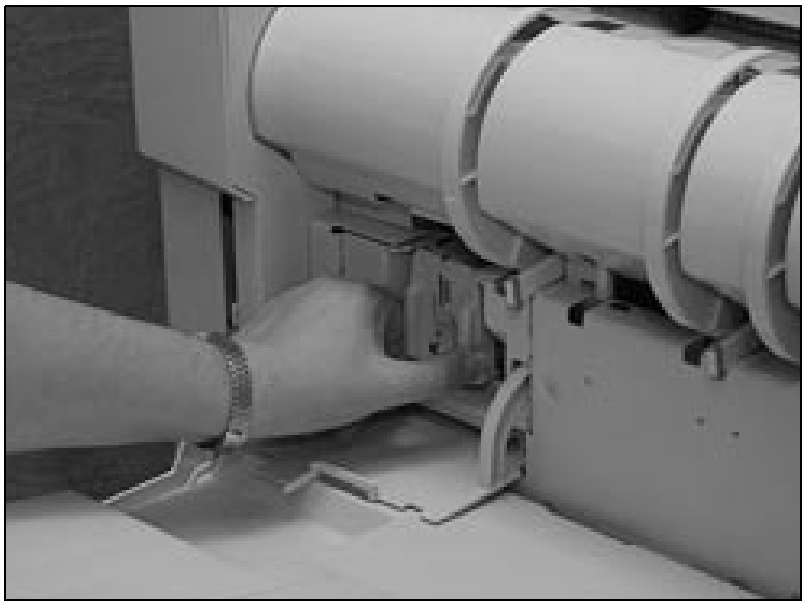


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- Unpack the new stapler cartridge.



- Slide the new cartridge into place.
- Close the staple cartridge door.
- If the Finisher tray does not rise automatically, press and release the button on top of the Finisher to return the Finisher Tray to its operating position.

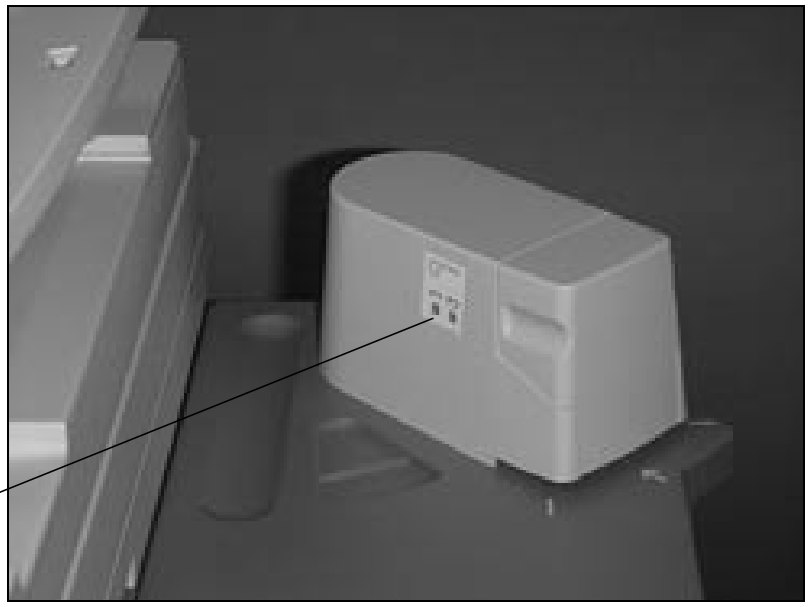


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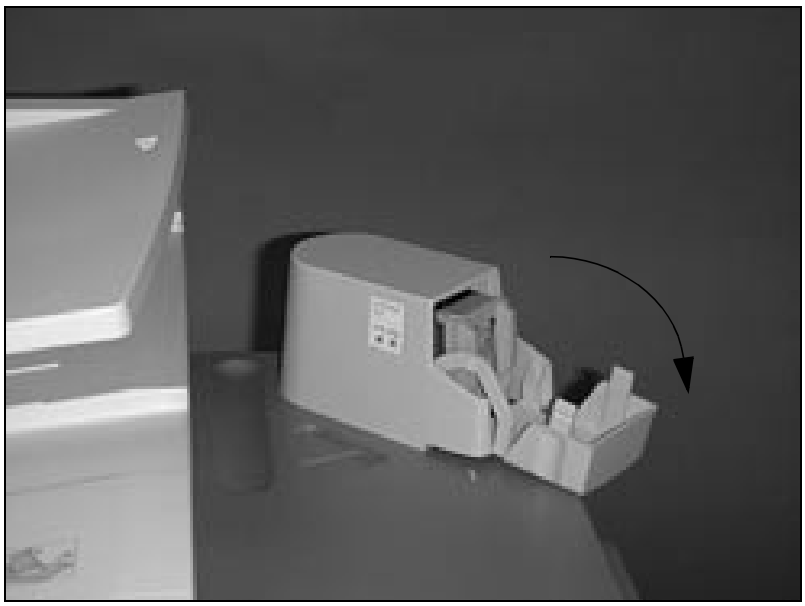
Convenience Stapler (optional)

- When the staple cartridge needs replacing or a staple jam occurs, the indicator light on the right hand side of the Convenience Stapler will be lit.

A cartridge contains 5000 staples.



- Holding the sides of the Convenience Stapler door, gently pull the door open towards you.



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- To remove the used cartridge, hold the sides and slide the staple cartridge straight out of the stapler; do not slide at an angle.
- Dispose of the used cartridge.
- Unpack the new cartridge.
- Before replacing the new cartridge, check the position of the first staple. The staple should be laying flat against the metal striking plate. If the staple is not in this position or appears damaged, manually remove the staple.
- Slide the new cartridge into the stapler and close the stapler door.



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13 Problem Solving

The *DC440/432/425* has built-in information to help identify and manage error messages and problems. It also contains troubleshooting and problem-solving procedures to help quickly resolve the problem.

Refer to the information contained in this chapter to resolve any problem solving issues.

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Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which the type of fault can be identified. Once a fault or problem is identified, establish the probable cause and apply the appropriate solution.

- If a fault occurs, refer to the screen messages and animated graphics and clear the fault in the order specified.
- If the problem is not solved by following the screen messages and graphics, refer to the problem solving tables on the following pages and apply the appropriate solution as described.
- Also refer to the faults codes displayed in the *Print Queue* or *Faults List* in the *Machine Status* mode. Refer to page *13-16* for an explanation of some of the fault codes and corresponding corrective actions.
- Alternatively, contact the *DC440/432/425* Key Operator for assistance.
- Or switch the machine off and then on again. Ensure that you follow the relevant power On/Off instructions as described in Chapter 2 of this user guide.

CAUTION: Failure to leave at least 20 seconds between repeated power OFF /ON can result in damage to the *DC440/432/425* hard drive.

- If the problem persists, or a message indicates that you should call for service, please refer to the “Call for Service procedure” on *page13-20*.

NOTE: If Fax is enabled and a loss of power occurs, the *DC440/432/425* will print a *Power Off Report* when the machine is switched on. This will show a list of the fax jobs lost during the power loss.

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Clearing Jams

Media jams happen for a variety of reasons. Check the guidelines below to reduce the potential for jams in the *DC*440/432/425:

- Use only recommended media. Refer to *"Paper and other media" on page 10-1 and "Specifications" on page 14-1* for a list of recommended media types.
- Store media at a temperature between 50° and 90° Fahrenheit (10° and 32° Celsius). Protect unused media by storing it in its wrapper, on a flat surface.
- The orientation of the media in the paper tray must match the orientation of the documents. Check the fill line in the tray to ensure the paper tray is not overloaded.
- Do not use media that is torn, wrinkled, or folded.

To clear paper in any area of the machine, locate the green dial or lever. Turn the dial or lift the lever in the direction shown to remove paper.

When clearing Document Feeder jams always remove documents in the direction they are travelling, for example, away from the guides underneath the feeder.

NOTE: If the fault messages do not clear after having removed paper jammed in the machine, switch the machine off and then on again. Ensure that the relevant power On/Off instructions as described in Chapter 2 of this User Guide are followed.

CAUTION: Failure to leave at least 20 seconds between repeated power OFF / ON can result in damage to the *DC440/432/425* hard drive.

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Problem Solving Tables

If you are experiencing difficulty using the *DC*440/432/425, check the suggestions in the following tables for problem solving advice.

Symptom	Recommendation
The machine will not power ON	➢ Check the power cord installation. ➢ Check to see if the power button is in the ON position. ➢ Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify the voltage.)
The machine makes a squealing noise after it powers OFF	➢ 3 to 5 minutes after powering OFF, the machine might make a squealing noise. This is a normal occurrence. Various components within the machine are still powering OFF.
The document will not feed through the Document Feeder	➢ Check to see if the Document Feeder is overloaded. The Document Feeder can hold a maximum of 50 pages. ➢ Check to see if the document is fully inserted into the Document Feeder. ➢ Using a lint-free cloth, lightly wipe the Platen Cushion located on the under side of the Platen Cover.
The touch screen displays a message that it can't sense the size of the document.	➢ Select *Original Size* on the touch screen and enter the size.

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Symptom	Recommendation
"Close lower left door" message.	➢ Slide the Finisher/High Capacity Feeder away from the printer. ➢ Open the lower left door and then close it. Ensure the door is latched securely in place before sliding the Finisher/High Capacity Feeder back.
The machine does not display the High Capacity Feeder (or one of the paper trays) in the Paper Supply selections.	➢ Check to see if any paper trays are open. If a tray is ajar, the machine cannot sense its connection. ➢ Open and close each paper tray and the High Capacity Feeder, power OFF the machine and then power ON the machine.
The touch screen does not display the Finisher/Stapler option	➢ Slide the Finisher into its correct position. The *Document Centre* configures itself when additional options are attached.
The machine does not accept documents into memory	➢ Check with the Key Operator about the available memory capacity. If the memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message	➢ Check with the Key Operator about available memory. ➢ Divide the remaining pages of the job into several small jobs and run the job again.

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Symptom	Recommendation
The machine did not enlarge an A4 document on to an A3 page	➢ A3 paper can only be loaded in the trays short edge feed. Load the A4 document short edge feed. The machine cannot rotate an image on A3 paper. It only rotates images on to A4 long edge feed paper. ➢ Select a percentage for enlargement.
The machine displays a tray fault.	➢ Open the paper tray. ➢ Move the paper tray guides away from the paper. ➢ Move the paper tray guides against the paper so that they are just touching the paper. ➢ Power the machine Off and then On.
Deformed transparencies	➢ Check to see if *Transparencies* is selected on the touch screen. The machine automatically adjusts for different types of media. Paper can tolerate more heat than transparencies. ➢ Use the Left Tray instead of the Centre Tray.
Annotation did not work	➢ Check features programmed. *Annotation* cannot be used with *N Up*, *Booklet Creation, Build Job,* uncollated copies, custom size documents, or *Bound Documents*. Re-program the job.
Machine does not edit	➢ Replace the editing marker.
Inserts have images printed on them	➢ Insert blank sheets of paper with the documents to mark each location for an insert.

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Symptom	Recommendation
Drilled paper holes are on the wrong side	➢ For two-sided copying using drilled paper, load the paper the opposite of the single sided copying instructions on the tray. This is because the machine copies the second side of a document first.
Blank output	➢ Check to see if the document is loaded face up in the Document Feeder. ➢ If the Copy/Print Cartridge is new, the toner might not be dispensed. Repeat the job. ➢ Check to see if the seal tape is removed from the new Copy/Print Cartridge. ➢ Reinstall the Copy/Print Cartridge. ➢ Replace the Copy/Print Cartridge.
Paper sometimes folds over when it is delivered to the Finisher	➢ When using paper longer than A4, select the *Centre Output Tray* instead of the Finisher. To staple the output, begin by selecting and then releasing the button on the top edge of the Finisher. A green light is displayed. (If a job is currently in process, the light will flash. Wait until the job finishes and then try again.) Looking at the Finisher from the left end of the machine, you will see an imprint of a staple next to a green tab, above the Left Tray. Slide the document face down toward the stapler, over the green tab, until you hear the click of the Finisher inserting the staple.

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Symptom	Recommendation
Using the Edit feature causes the machine to display a fault	➢ Press firmly when using the marker to ensure that the machine can detect the edit marks. ➢ Do not select *Interrupt* or *Pause* when using *Edit*. ➢ Keep the Document Feeder closed securely when scanning an edited document. The exception is when using Bound Originals and Original Size. ➢ Do not place edit marks within 5 mm of the edge of a document. ➢ The edited area must be fully enclosed. If you draw a circle, square, or other object around the area to be edited, you must close the object to ensure that the machine edits the area as programmed.

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Symptom	Recommendation
Streaks, lines, spots OR black, solid, dotted lines on every other copy	➢ Clean the Document Glass, CVT Glass, areas under the Platen Cover, the Document Feeder and the paper guides. ➢ If the machine has been idle for an extended period of time, or if the Copy/ Print Cartridge is new, begin the job again. ➢ Run the job from the Document Glass. ➢ Reinstall the Copy/Print Cartridge. ➢ Check the quality of the document. Use *Border Erase* or *Edge Erase* to remove lines and marks from the edges of the document. ➢ Load fresh paper. ➢ Check the humidity in the machine location. Refer to *"Specifications" on page 14-1* for environmental specifications.
Output is too light or too dark	➢ Load fresh paper. ➢ Check the quality of the document. ➢ Select *Lighter* or *Darker* on the touch screen. ➢ Run off more prints until the copy quality has improved. ➢ Replace the Copy/Print Cartridge.

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Symptom	Recommendation
Output is too light	➢ If the Copy/Print Cartridge is new, the toner may not be dispensed. ➢ Run off more prints until the copy quality has improved. ➢ Set the Image Quality feature to a darker setting.
Uneven print	➢ Replace the Copy/Print Cartridge.
Blurred images	➢ Load fresh paper. ➢ Load the documents, make a copy using the *Auto* selections, collated to each output tray. ➢ Replace the Copy/Print Cartridge.
Missing characters	➢ Load fresh paper. ➢ Reinstall the Copy/Print Cartridge.
Gloss variations (coining)	➢ Check the quality of the documents. ➢ If the document has large areas of solid density, adjust the contrast.
Light copies when scanning glossy, shiny, or coated documents through the Document Feeder	➢ Use the Document Glass instead of the Document Feeder.
Ghosting	➢ Check the quality of the documents. ➢ If transparencies are used, select *Transparency* on the touch screen. The machine automatically adjusts the quality for transparencies. ➢ Feed the document short edge feed. ➢ Replace the Copy/Print Cartridge.

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Symptom	Recommendation
Washout	➢ Check the quality of the documents. ➢ If the image is lighter near the borders, select a darker *Image Quality* setting on the touch screen. ➢ Replace the Copy/Print Cartridge.
Solid density variations	➢ Check the quality of the documents. ➢ Select *Lighter* or *Darker* on the touch screen. ➢ Replace the Copy/Print Cartridge.
Image loss	➢ When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. ➢ If you are using A4 size paper, reduce the document slightly (copying 90% instead of 100%). ➢ Select *Auto Centre* on the touch screen.
Output does not reflect the selections made on the touch screen	➢ Select *Save* after each selection on the touch screen that contains a *Save* button.
The Finisher does not stack output correctly	➢ Check to see if the paper tray guides are locked into position against the paper.
Pages in the set are not stapled.	➢ Check to see if the paper tray guides are locked into position against the paper.

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Symptom	Recommendation
Misfeeds in the Bypass Tray	➢ Remove the paper and reload the tray. Do not add paper to the tray when paper is already loaded. Instead, remove the paper, combine the additional paper with the paper from the tray and reload the tray. ➢ Check the guides are correctly positioned around the paper loaded in the tray. ➢ When loading paper in the Bypass Tray, the *Change Attributes* box is displayed. If you change the media **BUT** do not change the attributes accordingly, the machine might misfeed because it is trying to sense a size or type that is not loaded. Check the attributes and run the job again.
Jams in the Document Feeder	➢ Open the Document Feeder and check to see if any paper or objects are inside. ➢ Check to see if the top cover on the Document Feeder is firmly closed. ➢ Check documents. If using computer fanfold forms ensure that the perforations down each side of the sheets have been removed. When removed the forms can be loaded either short edge feed or long edge feed.

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Symptom	Recommendation
Jams in the stapler	➢ Remove the staple cartridge from the stapler and check the position of the first staple. The staple should be lying flat against the metal striking plate. If the staple is not in this position or appears damaged, manually remove the staple. Refit the staple cartridge and try again, if the problem persists replace the staple cartridge.
Paper jams	➢ Check to see if the paper is loaded correctly. Flip the paper over in the paper tray. ➢ Check to see if the paper tray guides are locked into position. ➢ Do not use media that is torn, wrinkled, or folded. ➢ Load fresh paper.
Paper curls	➢ Check to see if the paper is loaded correctly. Load paper in Paper Trays 1, 2, 3 and 4 seam side up. ➢ Load paper in the High Capacity Feeder and Bypass Tray seam side down. ➢ Load non-standard media in the Bypass Tray. ➢ Refer to *"Paper and other media" on page 10-1* for procedures.
Envelope Jams	➢ Turn the envelopes so that the gummed edge is the trail edge.
With an external control device connected (such as a coin-operated device), the machine displays a *Ready to copy* message, but users cannot log in	➢ Check the external control device to ensure that it is properly connected and powered on.

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Symptom	Recommendation
Can't store a document for secure polling due to memory full	➢ Cancel the operation and try again later when additional memory is available.
The fax communication finishes with an error message	➢ Select *Machine Status* and check the list of *Failed Fax Jobs* on the touch screen for the error code and the message. Use the description and corrective action in the *Table of Fault Codes* at the end of this chapter.
The machine will not answer incoming calls	➢ Set the machine to *Automatic Answer Mode.*
The machine answers calls, but will not accept incoming data	➢ If the job contains several graphics, the machine might not have enough memory. The machine will not answer if memory is low. (Additional memory is an option.) ➢ Remove stored documents and jobs and wait for existing jobs to complete. This will increase available memory.
An image is reduced on a transmission	➢ Confirm the original size of the documents. Documents might be reduced based on the available standard paper supply at the receiving machine. ➢ If using Speed Dial, check the setting for the *Maximum Store Width* that is programmed for that Speed Dial. If the document is wider than the programmed setting, the document will be reduced to match the programmed width.

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Symptom	Recommendation
Received fax and report documents will not print	➢ Check the fax enabled paper trays in *Machine Status*. You might need to ask the Key Operator to change the settings. For example, if you want a fax to print on blue paper and the Key Operator has disabled fax printing on blue paper, you cannot use it unless the Key Operator enables fax printing on that specific type of paper. ➢ Contact the Key Operator and make sure that the *Junk Fax* feature is not enabled in the *Fax Communications* setups.
A fax will not print; it is marked *Held* in the Fax Queue	➢ Check *Paper Supply Status* in *Machine Status* to see if the paper in the paper tray is fax enabled. If it is not enabled, contact the Key Operator. For example, if the Key Operator enabled only blue A4 paper for fax jobs, the machine prints fax jobs only on blue paper. Or the Key Operator might want to set up the machine so fax documents do not print on letterhead paper.

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Fault Codes and Messages

During a fault, the touch screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the Key Operator. The following table represents some of the fault codes and their corresponding corrective actions, that may appear in the *Print Queue* or *Faults List* available in the *Machine Status* mode.

Table of Fault Codes

Code	Description and Corrective Action
4A51	Document Feeder jam. Open the top cover of the Document Feeder and remove any paper or objects.
4B71	Copy/Print Cartridge error. Check to see that the Copy/Print Cartridge has the correct part number.
0060–0062	A communication error occurred. Check the connection to the telephone line and begin again.
00A3	The job was stopped by selecting **[Clear]**.
0220	A communication error occurred. Check the connection to the telephone line and begin again.
0221	The remote machine does not have the capability to be polled.
0222	The remote machine is unable to receive a document. Contact the remote operator and begin again.

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Code	Description and Corrective Action
0223–0226	A communication error occurred. Check the telephone line, select **[Forced 4800]** and begin again.
0227	Memory became full during communication. Check the available memory. Delete the job, divide it into smaller jobs and begin again.
022C–022D	A communication error occurred. Begin again.
022E	Check the password for the remote machine and begin again.
0230–0233	A communication error occurred. Check the available memory. Verify that the dial directory code contains a DTMF code after a secure code and begin again.
0250–0252	A communication error occurred. Contact the remote operator, check the telephone line and begin again.
0254	Operator error. The image size was changed to match the capability of the remote fax.
0255	Operator error. The resolution was changed to match the capability of the remote fax.
0291	An error occurred during diagnostics. Begin again.
0294	An error occurred during diagnostics. Begin again.
02A1–02A3	A communication error occurred. Begin again.
02D1–02D5	A transmission error occurred. Begin again.
0510–0542	A communication error occurred. Check the telephone line and the dial directory DTMF sequence and begin again.

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Code	Description and Corrective Action
0545–056C	Either a dial tone was not detected or the telephone circuit was busy. Check the telephone line and begin again.
056D	The remote machine did not answer. Contact the remote operator and begin again.
056E	The handset is off the hook. Reset the handset and begin again.
056F	A communication error occurred. Check the telephone line and begin again.
0570	Check the ID of the remote machine and begin again.
0573–057A	Either the dial tone was not detected or the telephone circuit was busy. Check the telephone line and begin again.
057B	A communication error occurred. Begin again.
057E–0589	Either the dial tone was not detected or the telephone circuit was busy. Check the telephone line and begin again.
05E0–0601	A communication error occurred. Begin again.

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Output Quality

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the Key Operator.

- Do not locate the *DC440/432/425* in direct sunlight or near a radiator.
- Avoid sudden changes in the *DC440/432/425*'s environment. When a change occurs, allow the *DC440/432/425* at least two hours to adjust its settings to the new environment, depending on the severity of the change.
- Follow regular maintenance schedules for cleaning areas, such as the Document Glass, CVT and output trays. Refer to *"Maintenance" on page 12-1.*
- Always set the media size sensor tab (at the rear of the paper tray) to the size of the media in the tray. Otherwise, you might experience jams, or toner residue on the output.

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Call for Service procedure

If the difficulty persists, contact the Xerox Welcome Centre.

Xerox Welcome Centre Telephone Number

The telephone number of the Xerox Welcome Centre is provided at the time of product installation. For convenience and future reference, please record the telephone number in the space below:

Welcome Centre Telephone Number:.....

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14 Specifications

The *DC440/432/425* adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Use the specifications listed in this chapter to quickly identify the capability of the machine.

If further specification information is required please contact your Xerox Representative.

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Machine Specifications

Hardware Configuration

Simplex (*DC425 cabinet configuration)*: processor/C rack with scanner, cabinet with 1 tray and a Bypass Tray

Duplex: processor/C rack with Document Feeder and scanner, duplex module, 4 paper trays stand and a Bypass Tray

NOTE: The above hardware configurations are for the standard machine configuration.

Space Requirements:

DC440/432/425 with Duplex Module, Duplex/Catch Tray: 1828 mmD x 1701 mmW

DC440/432/425 with High Capacity Feeder: 1828 mmD x 1828 mmW

DC440/432/425 with Finisher, Finisher Stand (or High Capacity Feeder), Finisher Output Tray. Duplex: 1828 mmD x 2006 mmW

DC440/432/425 with Convenience Shelf, Duplex / Catch Tray: 1828 mmD x 1943 mmW

DC440/432/425 with Finisher, Finisher Stand (or High Capacity Feeder), Convenience Shelf, Duplex: 1828 mmD x 2247 mmW

DC440/432/425 with Duplex Module, Finisher, Finisher Stand (or High Capacity Feeder), Finisher Output Tray, Tower Mailbox: 1828 mmD x 2654 mmW

Machine Weight

Basic configuration approximately 120kgs

Accessibility

From the front and sides

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Copier Speed from paper tray 1

***DC425*:**

One-sided: A4 LEF: 25 cpm
A3 SEF: 20 cpm

***DC432*:**

One-sided: A4 LEF: 32 cpm
A3 SEF: 20 cpm

***DC440*:**

One-sided: A4 LEF: 40 cpm
A3 SEF: 20 cpm

First Copy Out Time

Centre Tray using the Document Feeder: 6.9 seconds
Centre Tray using the Platen Glass: 3.9 seconds
Left Tray: after the job is scanned

Warm-up Time

Cold Start: approximately 3 1/2 minutes
DC440/432/425 Digital Copier 55 seconds

Document Feeder

Capacity: 50 sheets
Paper sizes: A5 LEF to A3 SEF
Paper Weights: 60 - 120 g/m^2
Mixed Sizes: Yes - when selected on the user interface and the lead edges have the same dimensions
Size Sensing: Yes

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Paper Supply

Trays 1, 2, 3 & 4

Capacity: 500 sheets of 80 g/m^2 per tray

Paper Weights: 60 - 90 g/m^2

Paper Sizes: A5 LEF (tray 1 only), A4 SEF, A4 LEF, A3 SEF

Auto Size Sensing:10 sizes from tray 1, 8 sizes from trays 2, 3 and 4

Simplex/Duplex Feed: from all 4 trays

Media Type: Bond; Index; Covers; Labels; Transparencies; Drilled; Standard; Preprinted; Recycled

Bypass Tray

Capacity: 50 sheets of 80 g/m^2 per tray

Paper Weights: 60 - 200 g/m^2.

Paper Sizes: A6 SEF to A3 SEF

Auto Size Sensing: 6 sizes programmable by the user

Custom size programming

High Capacity Feeder (optional)

Capacity: 2000 sheets of 80 g/m^2 paper

Paper Sizes: A4 LEF

Paper Weights: 60 - 200 g/m^2.

Paper Supply for Envelope Tray (optional)

Capacity: 70 sheets of 90 g/m^2 envelopes

Envelope Sizes: 6 1/2" x 3.9" to 10" x 7"

Paper Weights: 60 - 90 g/m^2

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Centre Tray

Capacity: approximately 500 sheets
Paper Sizes: A6 SEF to A3 SEF
Paper Weights: 60 - 200g/m^2
Delivery: face down in order, with offsetting

Left Tray

Capacity: 200 sheets
Paper Sizes: A6 SEF to A3 SEF
Paper Weights: 60 - 200 g/m^2
Delivery: face up in order, without offsetting

Finisher (optional)

Capacity: 1000 sheets of 80 g/m^2 paper
Paper Sizes: A5 to A3
Paper Weights: 60 - 200g/m^2
Set Size: 50 sheets of 80 g/m^2 paper
Staples: 5000 per cartridge. Staples 2-50 sheets of 80 g/m^2 paper

NOTE: Envelopes should not be fed to the Finisher.

Convenience Stapler (optional)

Capacity: 50 sheets of 80 g/m^2 paper
Staples: 5000 per cartridge. Staples 2-50 sheets of 80 g/m^2 paper

Tower Mailbox (optional)

10 bins
Capacity: 100 sheets of 80 g/m^2 paper in each bin.

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Paper Sizes: A5 /A4 LEF and A3 SEF
Paper Weights: 60 - 90 g/m^2
Delivery: face down

NOTE: Envelopes should not be fed to the Finisher.

Electrical Specifications

Frequency:

50/60 HZ

Electrical Voltage:

198–264VAC

Power Consumption:

Maximum average - 1.38 KVA (@230VAC)

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Specifications for the Embedded Fax Feature

Fax Transmission Speed

33.6 Kbps with automatic fallback; 14.4Kbps and 4800bps operator-selectable

Page Transmission Time - ITU No. 1 document

33.6 Kbps (standard): less than 4 seconds

Telephone Line Requirements

Standard public analogue switched telephone line or equivalent.

Compatibility

Super G3 ECM; G3; Xerox proprietary mode (NSF)

Resolution Capability

200 x 100 dpi; 200 x 200 dpi; 200 x 400 dpi; 300 x 300 dpi; 400 x 400 dpi

Resolution Conversion

Available for sending and receiving; smooth on receiving

Image Compression

MH, MR, MMR

Long Document Send/Receive

Send: 3600 mm maximum length

Receive: 65535 lines

Connection Approvals

EU/EEA: certified by Xerox to Directive 1999/5/EC

USA: approved to FCC Pt 68

Canada: approved to DOC CS-03

Other countries: certified to national PTT standards

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15 Glossary

This chapter contains a list of terms used in the *User Guide.* Each term has a corresponding definition that reflects the meaning of the term as it is used in this *Guide.*

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Terms Defined

Use the definitions below to learn more about the meanings of terms used in this Guide.

Activity Report a report that contains information about jobs sent and received.

Annotation a note or comment added to a document. This feature adds the date, page numbers and a comment to the document.

APS Auto Paper Select.

Auditron a tracking system, which is built into the *DC440/432/425*. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.

Auto Answer Mode A fax mode where the *DC440/432/425* is programmed to automatically answer calls.

Auto Exposure an image quality setting, which enhances documents that have colour backgrounds. The *DC440/432/425* adjusts its settings for different types of images.

Auto Off Mode a *Power Saver Mode,* in which the Digital Copier shuts off after a combined 120 minutes of Stand-by and Low Power Modes, or after a programmed time out.

Baud Rates units for measuring data transmission speed.

Bit Rates units for measuring data transmission speed.

BPS bits per second.

Chain Dialling a single dialling command that ties together keypad dialling and dial directory locations for a single dialling operation.

Collated output programming whereas each copy set is delivered in the same order the documents were placed in the Document Feeder.

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Comments To and From lines on a fax cover page, or an annotation on a copy job.

Communication Mode selects the communication mode used for transmission to a remote fax machine for example, Super G3, G3 or Forced 4800bps.

Contrast the intensity of the display of an image, or the degree of difference between the grey tones on a document page. See also *Halftone* and *Photo.*

Copy/Print Cartridge a customer replaceable unit that contains xerographic elements for the machine.

Copy Sets groups of copies of a multi-page set of documents. If you have a four-page document and you want to make 10 copies of a document, you will be making 10 copy sets.

Covers paper used to add to the front or back of a copy set, usually coloured stock.

Default Settings the settings used by the machine when the user does not specify settings.

Delayed Polling retrieving documents from a remote fax machine at a delayed time.

Delayed Start programming that enables the machine to process a document at a later time.

Dial Directory a list of telephone numbers programmed into the machine for easy access.

Dialling Characters special characters which apply only to Xerox machines that support fax mailboxes.

Digital Copier a copier that scans an image once to make one or many copies.

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Dual Tone Multi Frequency (DTMF)	the use of a keypad sequence (tones) to transmit to, or poll from, a remote mailbox.
Duplex	referring to a document that contains an image on both sides of the page.
Document Feeder	an assembly that automatically separates and feeds double-sided documents from the input tray into the scanner.
Embedded Fax (Facsimile)	a document that is transferred from one location to another via a telephone line.
Ethernet	a network transport technology commonly used to send data from one node to another.
External Accounting Server (EAS)	a network server used to access account information.
Factory Defaults	settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.
File Server	a computer that has a hard disk drive large enough to hold and share files. It provides the ability for multiple users to simultaneously access the same file.
Forced 4800	a setting that minimises errors on telephone lines in areas of low-quality communications or noise.
Foreign Interface Device	a device (such as a magnetic card reader, coin-operated device, or bill acceptor) that is connected to the exterior of the machine and used to track machine usage.
Frame	a group of data sent through the network.
Group Dialling	a form of abbreviated dialling that enables the dialling of multiple locations by entering one three-character code. The machine stores the image in memory and then transmits it to each location.

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Halftone grey patterns that are not black or white.

Head to Head a double-sided document whereas the second side displays the image with the top of the document at the top of the page. You typically turn over the page from the side edge.

Head to Toe a double-sided document whereas the second side displays the image with the top of the document at the bottom of the page. You typically turn over the page from the bottom edge.

Input the documents placed on the Document Glass, or in the Document Feeder, to be scanned.

Inserts paper used to separate sections or topics in a set of documents, typically coloured stock.

IP Internet Protocol.

Job Based Accounting (JBA) An external accounting system installed via a floppy disk.

Job Monitor a pop-up window that appears on the Fax touch screen and identifies information about the active job.

Key Operator a designated user who sets Machine, Copy, and Fax defaults and maintains the machine.

Keypad the buttons on the control panel, or the buttons in a pop-up keypad window on the touch screen.

LAN Fax enables PC clients to send faxes via a Document Centre.

Landscape the image orientation on a sheet of paper.

LDAP An acronym for **L**ightweight **D**irectory **A**ccess **P**rotocol. A protocol that allows sharing or corporate phone book information.

Long Document a document that is longer than 23" (584.2 millimetres), typically called a log.

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Long Edge Feed (LEF) the long edge of the paper is positioned to enter the machine first.

Low Power Mode a Power Saver Mode that reduces power consumption when the machine is not in use.

Mailbox a storage area in the machine's memory where fax documents are stored.

Mailbox Polling retrieves a document from the mailbox of a remote machine.

Manual Answer Mode a selection that prevents the machine from automatically answering the telephone.

Mask Data private data that the machine conceals when the forward slash key (/) is selected, by displaying special characters in the place of the private data.

Media Print prints Postscript and PCL files from a floppy disk inserted into the floppy disk drive in the machine.

Memory a capacity for storing documents.

Node a number that identifies a network. It works like an address.

Non-Standard Paper sizes other than A5, A4, 216 x 330 mm and A3.

Open System the *DC440/432/425* is not connected to a tracking system.

Options Report a report that lists the options currently installed on the machine.

Output finished copies or received fax documents.

Owner a designated user who can assign machine access rights to other users.

Password a four-digit number that provides access to and protects, an electronic mailbox.

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Pathway the route, or the buttons a user is required to select to display a feature, such as Copy or Fax.

PCL Files (Printer Control Language file) the command language for the HP LaserJet printers.

PDF Portable Document File.

Peer-to-Peer a network environment in which the nodes communicate directly with other nodes.

Pending Jobs Report a report that lists the jobs that are in memory and the amount of available memory.

Photo enhance photographs.

Polling retrieves a document from a remote machine.

Portrait the image orientation on a sheet of paper.

PostScript Files (PS files) a page description language from Adobe Systems, Inc., that is used extensively on MACs and PCs as well as workstations, mini computers, and main-frame.

Power Saver Modes energy saver modes that significantly reduce the power consumption during periods of inactivity.

Printer Configuration Report a report that lists the status of the printer options, installed options, PCL5 options, PostScript options and connectivity options.

Printer Jam a media misfeeds when the machine is printing a document.

Protocol the rules that control the transmitting and receiving of data.

Pulse-to-Tone switching between dialling types. This is useful when you need pulse mode to connect and tone mode to access a mailbox or another feature.

Queue a temporary storage unit for jobs waiting to be processed.

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First Touch Screen	the first touch screen displayed for each feature. It contains the settings used most often.
Repository	stores electronic documents.
Remote Terminal	the terminal at the other end of the telephone line.
Resolution	the amount of space between each line the machine scans. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.
SAP	Service Advertising Protocol.
Scan	sensing or reading a paper document and connecting the optical image of the document to an electronic image of the document.
Segment	a single page scan from the Document Glass, or a single or multiple-page scan from the Document Feeder.
Server Fax	a walk up fax service which uses a Third Party Fax Server.
Short Edge Feed (SEF)	the short edge of the paper is positioned to enter the machine first.
SMTP	Simple Mail Transfer Protocol
Sleep Mode	a condition of reduced power consumption while the machine is not performing a transaction.
Speed Dialling	a form of abbreviated dialling that enables the dialling of a number by entering a three-digit code.
Stabilizer Feet	attachments that replace the casters under the machine and keep it from moving.
Stand-by Mode	a condition of reduced power consumption while the machine is not performing a transaction.

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Store for Polling	to store a document in memory until it is retrieved by a remote fax machine.
System Administrator	a designated user who sets and maintains the network settings on the machine.
TCP/IP	Transmission Control Protocol/Internet Protocol.
TIFF	Tagged Image File Format
Transmission Report	a report that confirms the status of a fax document.
Transmit	to send.
Uncollated	output programming whereas the specified number of copies for each page in a copy set is delivered in the order the documents were placed in the Document Feeder.

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